

NCO LEADERSHIP: TASKS, SKILLS AND FUNCTIONS
APPENDIXES E AND F

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U. S. Army

Research Institute for the Behavioral and Social Sciences

June 1984

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84 07 13 047

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AD-A143 543

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1. REPORT NUMBER		2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
Research Note 84-96		AD-A143543	
4. TITLE (and Subtitle)		5. TYPE OF REPORT & PERIOD COVERED	
NCO Leadership: Tasks, Skills and Functions Appendixes E and F		Final Report 9/79 - 2/83	
7. AUTHOR(s)		6. PERFORMING ORG. REPORT NUMBER	
Hebein, Kaplan, Miller, Olmstead & Sharon			
9. PERFORMING ORGANIZATION NAME AND ADDRESS		8. CONTRACT OR GRANT NUMBER(s)	
Human Resources Research Organization 100 South Washington Street Alexandria, Virginia 22314		MDA 903-78-C-2042	
11. CONTROLLING OFFICE NAME AND ADDRESS		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS	
U.S. Army Research Institute for the Behavioral and Social Sciences Alexandria, Virginia		2Q263743A794	
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		12. REPORT DATE	
ARI Field Unit HQ USAREUR & 7th Army APO New York 09403		June 1984	
		13. NUMBER OF PAGES	
		276	
		15. SECURITY CLASS. (of this report)	
		Unclassified	
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE	
16. DISTRIBUTION STATEMENT (of this Report)			
Approved for public distribution : Distribution unlimited			
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)			
18. SUPPLEMENTARY NOTES			
19. KEY WORDS (Continue on reverse side if necessary and identify by block number)			
Leadership Task Analysis NCO Skill Analysis			
20. ABSTRACT (Continue on reverse side if necessary and identify by block number)			
<p>The purpose of the NCO Leader Skills task was to develop a comprehensive, descriptive model of generic skill requirements across four leadership positions (First Sergeant, Platoon Sergeant, Squad Leader, and Section Chief) within the NCO corps. In carrying out this task all of the non-technical tasks actually performed by job incumbents in the four leadership positions were identified, followed by a determination of the frequency, importance, difficulty, and criticality of each of the identified tasks. These data then served as the basis for derivation of job dimensions (task categories) common to the</p>			

leadership positions and a comparison between job dimensions on the importance, difficulty and frequency for each duty position and type of MOS. These empirically derived job dimensions provided the structure and direction for in-depth performance interviews with job incumbents. Incidents of effective prototypical leadership performance within the limits of the identified job dimensions were discussed by the interviewees. Analysis of the interviews resulted in a list of the competencies and skills required for effective performance of an NCO in the specified duty position.

This report is published in two volumes: The main report and Appendixes A through D as Research Note 84-95 and Appendixes E and F as Research Note 84-96.

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A-1	

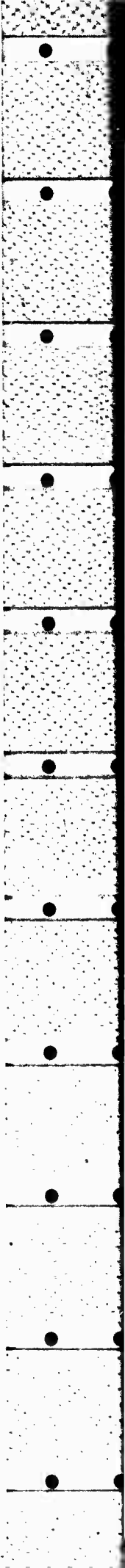


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APPENDIX E

MEAN RATINGS FOR TASKS ON FREQUENCY, IMPORTANCE, DIFFICULTY, AND
CONSEQUENCES BY DUTY POSITIONS AND TYPES OF MOS



NCO Leader Tasks

First Sergeant

General Unit Administration	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform ^a	F	I	O	DN	SC	% Who Perform ^b	F	I	D	ON	SC	% Who Perform ^c	F	I	D	DN	SC
1. Check to insure suspenses are met	97 X SD	6.40 .65	6.16 1.10	2.90 1.76	3.42 1.88	4.09 1.20	100 X SD	6.24 .83	5.71 1.19	3.24 1.95	3.45 1.70	4.05 1.02	100 X SD	6.03 .91	6.03 1.32	2.97 1.59	3.47 1.84	4.03 1.11
2. Maintain bulletin board	99 X SD	6.03 .75	5.56 1.16	2.41 1.33	3.04 1.57	3.59 1.25	90 X SD	6.05 .85	5.68 .82	2.58 1.02	3.00 1.25	3.84 1.07	92 X SD	5.88 .60	5.47 1.24	2.13 1.01	2.41 1.32	3.58 1.23
3. Receive/monitor & route correspondence	97 X SD	6.69 .78	6.00 1.57	2.69 1.46	3.76 1.73	4.36 1.15	95 X SD	6.55 .95	6.20 .95	2.80 1.01	4.15 1.87	4.25 .97	97 X SD	6.66 .54	6.29 .96	3.03 1.42	3.74 1.48	4.37 .73
4. Monitor/analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	80 X SD	6.18 1.17	5.93 1.40	2.73 1.64	3.98 1.92	4.13 1.12	95 X SD	6.35 .88	5.90 .79	3.00 1.38	3.85 1.46	3.95 .89	81 X SD	6.24 .99	6.03 .98	3.07 1.28	3.55 1.50	4.07 .88
5. Conduct personnel asset inventory with commander	84 X SD	3.00 1.17	5.61 1.53	2.95 1.74	3.67 1.70	3.78 1.23	67 X SD	2.79 1.19	5.50 1.45	2.79 1.76	3.29 1.94	3.86 .86	75 X SD	2.70 1.10	5.82 1.52	2.89 1.89	3.48 1.95	3.78 1.19
6. Prepare/maintain unit alert roster	94 X SD	4.20 .85	6.40 .81	2.91 1.74	3.28 1.79	4.41 .89	71 X SD	4.40 .63	6.20 .78	2.60 1.55	2.93 1.67	4.20 .78	89 X SD	4.03 .78	6.47 .76	3.22 1.62	3.66 1.84	4.53 .67
7. Draft correspondence (letters, NF's, Memos, etc.)	84 X SD	5.74 1.13	5.57 1.14	2.83 1.48	3.72 1.52	3.61 1.19	100 X SD	6.19 .75	5.43 1.08	3.00 1.18	3.43 1.43	3.86 1.11	83 X SD	5.53 1.01	5.53 1.25	2.87 1.20	3.37 1.54	3.67 .92
8. Maintain unit standard operating procedures (SOP) (e.g., draft changes & corrections & post changes & corrections)	91 X SD	3.91 1.36	5.41 1.20	3.30 1.33	4.05 1.51	3.57 1.03	95 X SD	4.15 1.53	5.35 .93	3.45 1.40	4.15 1.57	3.85 .88	86 X SD	3.65 1.43	5.16 1.61	3.16 1.24	3.74 1.53	3.55 1.29

Note. F=Frequency, I=Imp tance, D=Difficulty, DN=Difficulty for New NCO, SC=Serious Consequences

^an = 69

^bn = 21

^cn = 36

- 1 SG
General Unit Administration (Cont.)

		Combat Arms					Combat Support					Combat Service Support										
		% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
9.	Prepare & maintain status boards & charts	81	X SD	5.57 1.13	5.16 1.35	2.34 1.43	2.77 1.54	3.20 1.26	67	X SD	5.64 .75	5.07 1.49	2.21 1.42	2.69 1.75	3.21 1.12	50	X SD	5.11 1.32	5.44 1.72	2.28 1.13	2.63 1.34	3.65 1.37
10.	Consolidate/prepare recurring reports	70	X SD	4.67 1.06	5.29 1.25	2.67 1.43	3.44 1.79	3.43 1.14	71	X SD	5.00 1.93	4.87 1.25	2.67 1.23	3.20 1.47	3.67 .90	61	X SD	4.55 .80	5.41 1.14	3.23 1.31	3.73 1.64	3.55 1.26
11.	Prepare military correspondence (assemble, check content, format, accuracy, etc.)	87	X SD	6.07 1.18	5.65 1.29	3.20 1.48	4.25 1.60	3.95 1.17	100	X SD	6.43 .75	6.19 .98	3.45 1.32	4.45 1.76	4.29 .78	81	X SD	5.86 1.09	5.83 1.14	3.10 1.15	3.52 1.41	4.00 .96
12.	Develop inspection checklist	70	X SD	3.46 1.27	4.88 1.32	2.50 1.46	3.00 1.66	3.13 1.14	52	X SD	3.27 1.27	4.27 1.27	2.73 1.42	3.00 1.27	3.36 1.12	53	X SD	3.21 .92	5.21 .98	2.90 1.15	3.26 1.28	3.63 1.17
13.	Supervise/use the functional files maintained at the unit	64	X SD	5.36 1.42	5.36 1.51	2.41 1.47	2.98 1.75	3.52 1.23	81	X SD	5.59 .80	5.47 1.13	2.88 1.50	3.19 1.68	3.47 1.07	67	X SD	5.75 .94	5.58 1.21	2.33 1.05	2.50 1.18	3.54 1.25
14.	Monitor fund drive collection	67	X SD	2.91 1.09	3.57 1.80	2.63 1.50	2.89 1.52	2.59 1.29	71	X SD	2.67 .90	3.27 1.53	2.20 1.15	2.33 1.29	2.40 1.18	39	X SD	2.36 .63	3.93 1.71	2.53 .99	2.60 .91	2.80 1.08
15.	Supervise preparation of daily staff journal	65	X SD	5.89 .65	5.27 1.36	1.91 1.16	2.29 1.31	3.29 1.38	76	X SD	5.50 .82	5.25 .93	2.00 1.32	2.31 1.35	3.13 .99	53	X SD	6.00 .33	5.63 1.34	1.79 1.03	1.84 1.12	3.79 1.13
16.	Maintain special activities calendar	75	X SD	5.27 1.14	4.89 1.63	2.40 1.52	2.92 1.57	3.15 1.24	67	X SD	5.29 1.07	5.07 1.00	2.00 1.30	2.21 1.31	3.07 1.31	58	X SD	5.29 .96	5.29 1.45	2.62 1.28	2.81 1.44	3.67 1.28
17.	Supervise log of incoming/outgoing correspondence to PAC	52	X SD	6.47 .56	6.03 1.18	2.53 1.56	3.03 1.70	4.06 1.24	38	X SD	5.75 1.28	5.50 .93	3.00 1.51	3.38 1.85	3.50 1.20	50	X SD	6.17 .62	6.11 .96	2.39 1.42	2.67 1.50	4.33 1.14

General Unit Administration (Cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC
18. Monitor/maintain suggestion program	52 X SD	4.28 1.43	4.92 1.30	2.39 1.23	2.67 1.24	3.11 1.21	67 X SD	4.00 1.11	4.00 1.11	2.57 1.16	2.79 1.25	3.00 1.23	36 X SD	4.69 1.44	5.23 .93	2.08 1.04	2.08 1.04	3.39 .96
19. Supervise requisition/maintenance of publications & blank forms	49 X SD	4.18 1.06	5.14 1.17	2.51 1.48	3.09 1.70	3.46 1.00	48 X SD	3.50 1.18	5.20 .79	2.50 1.08	2.90 1.45	3.30 1.06	44 X SD	3.69 .95	5.38 1.20	3.06 1.18	3.19 1.33	3.63 .96
20. Maintain/supervise maintenance of (limited) military publication library	36 X SD	4.16 1.46	5.12 1.48	2.44 1.36	2.80 1.41	3.08 1.20	38 X SD	4.00 1.31	4.38 1.19	2.38 1.19	2.75 1.39	3.43 1.13	47 X SD	4.00 .94	5.06 1.20	2.53 .94	2.65 .86	3.12 .93
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	46 X SD	5.72 .81	6.06 1.08	2.72 1.33	3.56 1.48	4.12 1.02	48 X SD	6.00 .47	6.90 .32	3.00 1.05	4.00 .94	4.50 .71	53 X SD	5.63 .76	6.21 .86	2.68 1.29	2.90 1.29	4.16 1.02
22. Prepare & maintain/supervise preparation & maintenance of reading files	57 X SD	4.95 1.23	5.18 1.39	2.56 1.31	2.95 1.32	3.33 1.06	48 X SD	5.60 .97	5.00 1.63	2.60 1.27	3.00 1.49	3.33 1.32	50 X SD	5.11 1.32	5.33 1.24	2.67 1.41	2.89 1.23	3.39 .92
23. Provide input to unit historical report	35 X SD	3.07 1.57	4.00 1.86	2.33 1.21	2.93 1.57	3.22 1.19	57 X SD	2.92 1.38	3.75 1.49	3.17 1.59	3.67 1.56	2.67 .89	61 X SD	2.77 1.27	3.96 1.36	2.73 .77	3.46 1.47	2.64 1.33
24. Monitor maintenance of duty roster maintained at PAC	26 X SD	3.94 1.77	4.67 2.03	1.88 1.17	2.24 1.52	3.18 1.59	14 X SD	4.00 1.73	4.00 2.00	2.67 2.08	3.67 2.31	3.33 .58	17 X SD	4.33 1.03	4.83 1.60	2.83 1.33	2.83 1.33	3.33 .52
25. Supervise maintenance of leave control log	23 X SD	5.75 .78	6.19 1.38	2.38 1.45	2.94 1.39	4.06 1.29	29 X SD	5.33 .82	5.83 .75	2.50 1.23	3.33 1.03	4.17 .75	56 X SD	5.25 .97	5.75 1.02	2.25 1.29	2.45 1.47	3.75 1.02

- 1 SG
General Unit Administration (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC
26. Supervise unit mailroom operations	39 \bar{X} SD	5.70	5.93	2.52	2.96	3.78	24 \bar{X} SD	5.60	6.20	2.00	2.40	4.20	42 \bar{X} SD	5.47	6.07	2.40	2.73	4.13
		.82	1.04	1.65	1.72	1.16		1.14	.84	1.00	.89	.84		.74	.96	1.06	1.34	.92
27. Supervise the preparation & maintenance of SINPERS transactions, records & reports	41 \bar{X} SD	6.00	6.36	3.07	4.83	4.35	38 \bar{X} SD	5.75	6.25	3.25	4.63	4.00	56 \bar{X} SD	5.90	6.40	3.70	4.50	4.70
		.90	.68	1.41	1.56	.97		.46	1.04	1.17	2.33	1.07		.72	.75	1.66	1.79	.57
28. Control issue of DD Form 714, Meal Card	20 \bar{X} SD	5.36	5.57	1.71	2.43	3.79	24 \bar{X} SD	5.00	6.40	2.40	2.40	4.20	42 \bar{X} SD	4.60	5.80	1.87	2.07	3.80
		1.22	1.56	.73	1.16	1.67		1.00	.89	1.34	1.34	1.10		1.12	.94	.99	1.22	1.08
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for publications & blank forms)	30 \bar{X} SD	3.67	5.43	2.62	3.29	3.24	38 \bar{X} SD	3.00	5.13	2.38	2.88	3.00	25 \bar{X} SD	2.78	5.67	4.56	4.89	3.56
		1.24	1.03	1.28	1.45	1.14		1.20	1.25	1.60	1.81	1.07		.83	.87	1.13	1.17	.88
30. Prepare After-Action Reports	51 \bar{X} SD	3.26	4.74	3.23	4.11	3.33	52 \bar{X} SD	3.27	4.91	3.46	4.09	3.00	50 \bar{X} SD	3.28	5.22	2.94	3.06	3.39
		1.17	1.58	1.24	1.57	1.10		.65	1.38	1.70	1.51	1.00		1.07	.94	.94	1.21	.78
31. Draft messages (DD Form 173)	19 \bar{X} SD	4.15	4.31	2.31	3.23	3.08	14 \bar{X} SD	3.67	3.67	3.00	3.00	2.67	22 \bar{X} SD	3.75	4.63	2.63	3.13	2.63
		1.57	1.70	1.32	1.24	1.12		1.53	2.31	1.73	1.73	1.53		1.58	1.51	.74	.64	.74

- 1 SG
Administration of Personnel

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	DN	SC	% Who Perform	F	I	DN	SC		
1. Recommend approval/dis-approval of leave & pass request to commander	100 X SD	5.41 .93	5.75 1.16	1.97 1.21	2.26 1.36	3.71 1.21	100 X SD	5.52 .75	5.62 1.20	2.10 1.09	2.38 1.16	3.81 .98	100 X SD	5.58 1.11	5.50 1.11	1.78 .93	2.03 1.07	3.78 1.07
2. Prepare & maintain duty rosters	100 X SD	5.33 .63	6.32 .90	2.41 1.64	3.41 1.84	4.19 1.15	95 X SD	5.20 .77	6.50 .69	3.25 1.86	4.20 1.82	4.40 .88	97 X SD	5.20 .87	6.46 .61	2.40 1.33	3.00 1.72	4.34 .94
3. Review & annotate promotion eligibility roster	99 X SD	4.04 .44	6.29 .88	2.34 1.33	3.07 1.55	4.29 1.04	90 X SD	4.11 .88	6.21 .92	2.37 1.17	3.32 1.16	4.11 .81	89 X SD	4.06 .44	6.28 .81	2.69 1.31	3.22 1.60	4.53 .84
4. Supervise Charge of Quarters (CQ)	97 X SD	6.28 .55	6.31 .89	2.27 1.36	2.69 1.49	4.41 .96	95 X SD	6.05 .22	6.15 .88	2.58 1.47	2.84 1.61	4.10 .85	92 X SD	6.15 .36	6.55 .56	2.18 1.24	2.58 1.48	4.58 .75
5. Answer inquiries concerning personnel actions	97 X SD	6.02 1.02	5.79 1.12	2.79 1.46	3.48 1.60	3.93 1.13	95 X SD	5.60 .94	5.60 1.00	3.05 1.15	3.55 1.32	3.75 .85	92 X SD	5.61 1.32	5.64 1.11	2.79 1.29	3.09 1.44	3.91 1.01
6. Prepare & maintain counseling records	97 X SD	4.76 1.20	5.88 1.11	2.46 1.39	3.06 1.60	3.81 1.08	95 X SD	4.70 1.26	5.90 .79	3.00 .97	3.63 1.34	3.84 .96	97 X SD	4.46 1.12	5.71 1.05	2.51 1.15	2.71 1.25	3.77 1.06
7. Review/monitor & correct unit Personnel Information Roster	86 X SD	4.78 1.00	5.53 1.25	2.51 1.41	3.05 1.61	3.76 1.14	86 X SD	4.78 1.11	5.89 .96	2.33 1.03	2.56 1.10	3.78 .81	75 X SD	4.41 .84	5.78 .80	2.59 1.42	3.31 1.89	3.85 1.06
8. Answer pay inquiries from service members	96 X SD	4.62 .92	6.23 1.04	3.00 1.64	3.79 1.82	4.06 1.08	90 X SD	4.63 1.07	5.95 .85	2.95 1.35	3.47 1.78	4.11 .81	92 X SD	4.36 .96	6.24 .87	3.12 1.71	3.49 1.86	4.42 .75
9. Supervise the administrative processing/out-processing of personnel	84 X SD	4.88 1.03	5.93 1.06	2.45 1.47	2.98 1.47	3.88 1.11	71 X SD	5.07 .80	5.87 .83	2.27 1.22	2.40 1.24	3.73 .80	78 X SD	4.64 .95	6.07 .90	2.18 1.19	2.43 1.29	4.18 .86

Administration of Personnel (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Initiate administrative action on AMOL soldiers	83 X SD	2.81 1.09	5.56 1.43	2.26 1.40	2.90 1.62	3.95 1.13	71 X SD	2.27 .46	5.27 .80	2.33 1.29	2.47 1.36	3.81 1.05	69 X SD	2.64 .95	5.89 .91	2.54 1.30	2.81 1.33	3.89 .91
11. Control unit personnel visiting PAC	94 X SD	6.60 .52	5.37 1.63	2.23 1.52	2.52 1.54	3.46 1.23	76 X SD	6.56 .63	4.75 1.53	2.19 1.22	2.44 1.32	3.38 1.36	61 X SD	6.09 .87	4.91 1.57	2.05 1.05	2.23 .97	3.19 1.33
12. Screen leave and Earnings Statement (LES) for potential pay problems	94 X SD	4.05 .33	6.14 1.04	2.35 1.44	3.03 1.67	3.95 1.08	90 X SD	4.21 .71	6.16 .90	2.63 1.12	3.00 1.37	4.05 .78	86 X SD	3.94 .25	6.00 1.13	2.29 1.24	2.61 1.52	4.23 1.02
13. Prepare daily personnel status report	88 X SD	6.08 .33	5.71 1.48	2.22 1.43	2.87 1.63	3.84 1.25	67 X SD	6.14 .36	5.86 1.35	2.36 1.39	2.86 1.79	3.93 1.21	50 X SD	6.06 .24	5.89 1.28	2.11 .96	2.39 1.09	3.83 1.20
14. Prepare sick slips (DA form 689)	75 X SD	6.37 .49	5.06 1.64	1.71 1.23	1.85 1.24	3.37 1.40	67 X SD	5.86 1.23	4.29 1.33	1.43 .85	1.39 .77	3.00 1.30	39 X SD	6.00 .39	5.36 1.34	1.79 .98	1.87 1.06	3.64 1.39
15. Initiate/monitor requests for orders	68 X SD	4.70 1.23	6.00 1.14	2.77 1.55	3.25 1.66	3.92 1.18	33 X SD	5.14 1.07	6.00 1.00	2.29 1.25	2.43 1.13	3.86 .90	47 X SD	4.06 .90	5.47 1.13	2.59 1.06	2.88 .99	4.00 1.00
16. Draft results of unit inspections	77 X SD	4.62 1.13	5.11 1.12	2.74 1.24	3.13 1.24	3.21 1.25	86 X SD	4.17 .99	5.06 1.26	2.72 1.36	3.11 1.53	3.61 1.24	72 X SD	4.35 1.29	5.42 1.14	2.62 1.10	2.77 1.28	3.58 1.14
17. Supervise unit mail clerk/alternate mail clerk	74 X SD	5.84 .58	6.10 1.06	2.45 1.49	2.86 1.56	4.29 .94	38 X SD	5.63 .74	5.86 .64	2.38 1.30	2.88 1.25	3.88 .84	36 X SD	5.54 .88	5.85 1.21	2.54 1.51	2.69 1.80	4.14 .95
18. Initiate/review flagging actions	75 X SD	3.75 .93	5.37 1.57	2.62 1.54	3.37 1.59	3.65 1.14	57 X SD	3.33 1.30	6.08 .67	2.75 1.29	3.00 1.35	4.00 .74	75 X SD	3.41 .80	5.37 1.47	2.67 1.11	2.89 1.19	3.93 .96
19. Supervise unit clerk	54 X SD	6.43 1.19	5.86 1.40	2.33 1.85	3.11 1.92	3.86 1.52	76 X SD	6.69 .79	5.81 1.38	2.50 1.37	3.25 1.84	4.13 .96	83 X SD	6.40 .86	6.27 .87	2.53 1.20	2.97 1.40	4.47 .82

- 1 SG
Administration of Personnel (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	17 X SD	4.17 1.27	4.67 1.50	2.58 1.98	3.17 1.70	3.08 1.26	29 X SD	5.33 1.21	5.83 .98	2.50 1.23	3.33 1.53	4.17 .75	56 X SD	5.55 1.00	6.25 .72	2.75 1.37	3.19 1.29	3.90 .97
21. Conduct meetings (briefings, discussions, seminars, etc.)	97 X SD	5.42 1.12	5.60 1.30	2.38 1.42	2.91 1.49	3.72 1.19	95 X SD	5.65 .75	5.90 .91	2.75 1.37	3.35 1.76	3.70 1.22	89 X SD	5.28 .96	5.79 .78	2.21 1.19	2.49 1.23	3.77 .92
22. Attend meetings (staff, commander, council, etc.)	94 X SD	5.25 1.08	5.09 1.65	2.48 1.63	2.94 1.70	3.40 1.43	100 X SD	5.52 1.12	4.62 1.69	2.71 1.93	2.91 2.14	3.10 1.41	97 X SD	5.26 .82	4.69 1.35	2.71 1.66	2.77 1.65	3.40 1.24
23. Conduct promotion boards for unit personnel	87 X SD	3.92 .42	6.18 .85	2.77 1.54	3.22 1.70	4.08 .96	76 X SD	3.63 .62	6.13 .62	2.56 1.21	2.88 1.20	4.19 .66	64 X SD	4.09 .29	6.04 1.11	2.57 1.44	2.70 1.49	4.26 1.14

1 SG
Supply

		Combat Arms					Combat Support					Combat Service Support								
		% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	ON	SC	
1. Evaluate effectiveness of troop mess facility (sanitation, food preparation, etc.)	77	\bar{X} SD	5.04 1.37	6.40 .77	2.21 1.38	2.89 1.71	4.26 .96	76 SD	5.06 1.24	6.00 .89	2.38 1.26	2.75 1.39	4.29 .91	61 SD	\bar{X} SD	4.91 .97	6.32 .84	2.05 1.17	2.36 1.71	4.18 .96
2. Evaluate effectiveness of unit supply (economy, accountability, etc.)	87	\bar{X} SD	5.03 1.09	5.87 .93	3.27 1.54	4.27 1.69	4.15 .90	86 SD	5.11 1.02	5.78 1.00	3.39 1.09	4.17 1.34	4.06 .73	83 SD	\bar{X} SD	4.50 1.17	5.67 1.09	3.47 1.59	3.73 1.60	4.10 .92
3. Arrange & coordinate for transportation of personnel & equipment	84	\bar{X} SD	5.17 1.11	5.47 1.17	3.26 1.47	3.72 1.56	3.88 1.09	71 SD	5.00 1.00	5.00 1.36	3.07 1.67	3.53 1.60	3.47 .99	86 SD	\bar{X} SD	4.94 1.32	5.35 1.14	2.94 1.53	3.23 1.67	3.77 1.06
4. Monitor/coordinate resupply operations	62	\bar{X} SD	3.54 1.05	5.95 .93	3.14 1.49	4.21 1.68	4.02 .95	33 SD	3.43 .98	6.00 .58	2.71 1.25	3.00 1.16	3.43 1.13	31 SD	\bar{X} SD	4.46 1.57	5.73 .65	3.64 1.50	4.09 1.30	3.64 1.03
5. Determine supply requirements	61	\bar{X} SD	4.03 1.29	5.86 1.03	3.00 1.78	3.71 2.02	4.02 1.05	57 SD	4.08 1.17	5.27 1.49	2.55 1.13	3.18 1.72	3.75 .87	36 SD	\bar{X} SD	4.54 1.13	5.62 1.12	3.08 1.38	3.46 1.56	4.00 .82
6. Instruct/evaluate soldier on the procedure he/she must follow to be relieved from pecuniary liability	67	\bar{X} SD	3.65 1.29	5.24 1.35	3.13 1.46	4.20 1.73	3.57 1.19	67 SD	3.86 1.75	5.29 1.27	3.43 1.22	4.00 1.75	3.21 .80	64 SD	\bar{X} SD	2.96 .98	4.96 1.77	3.30 1.46	3.57 1.65	3.83 1.03
7. Make recommendations regarding Reports of Survey	54	\bar{X} SD	2.92 .83	4.65 1.57	2.49 1.24	3.00 1.43	3.22 1.11	38 SD	3.13 .64	4.75 1.58	3.50 1.41	3.88 1.55	3.25 1.04	36 SD	\bar{X} SD	2.62 .87	4.69 1.84	2.54 1.33	3.15 1.21	3.31 1.18
8. Spot check fire extinguishers	86	\bar{X} SD	4.39 1.02	4.44 1.57	1.56 .95	1.68 .96	3.07 1.13	71 SD	4.33 .98	4.73 1.34	1.47 .99	1.53 .99	3.07 1.22	83 SD	\bar{X} SD	4.30 1.02	4.53 1.78	1.43 .86	1.30 .70	3.57 1.31

- 1 SG
Supply (cont.)

	% Who Perform	Combat Arms					Combat Support					Combat Service Support						
		F	I	O	ON	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	D	DN	SC
9. Control/monitor equipment usage	46 X SD	5.34 1.21	5.70 1.13	2.61 1.46	3.03 1.72	3.75 .95	43 SD	5.22 .97	5.22 .97	2.56 1.33	2.89 1.27	3.88 1.25	25 SD	5.33 .71	5.56 1.01	3.11 1.27	3.33 1.12	3.70 .95
10. Conduct physical inventory of installation organizational property	67 X SD	3.30 1.11	5.17 1.45	3.11 1.43	3.54 1.70	3.65 1.04	62 SD	3.23 1.17	5.39 1.26	2.50 1.51	3.00 1.71	3.77 .73	50 SD	3.44 1.15	5.50 1.43	3.00 1.24	3.17 1.65	4.00 1.03
11. Review Statement of Charges (NA Form 362)	49 X SD	3.29 .91	4.97 1.38	2.62 1.50	3.15 1.69	3.38 1.18	38 SD	3.50 .76	4.38 1.30	2.88 1.36	3.13 1.64	3.11 1.05	39 SD	3.21 1.05	5.00 1.24	2.86 1.10	2.93 .92	3.50 1.09
12. Conduct/monitor inventory of absenters' personal effects & military equipment	70 X SD	3.71 1.17	5.15 1.68	2.65 1.47	3.02 1.54	3.46 1.25	52 SD	3.73 1.10	5.18 .87	2.46 1.29	2.82 1.78	3.36 .81	50 SD	3.78 1.31	5.33 1.03	3.11 1.61	3.53 1.50	3.50 1.15
13. Inspect basic loads	68 X SD	3.45 .97	5.17 1.40	3.00 1.30	3.64 1.66	3.62 1.11	52 SD	3.73 1.10	5.82 .60	3.40 1.08	4.20 1.23	4.46 .82	58 SD	3.43 .81	5.76 1.00	2.81 1.08	3.19 1.17	4.24 .83
14. Maintain hand receipts	29 X SD	3.60 1.43	5.05 1.76	2.40 1.70	2.65 1.73	3.42 1.22	33 SD	3.86 1.68	5.29 .76	2.29 1.25	2.57 1.27	3.63 1.19	36 SD	3.23 1.42	4.77 1.74	2.31 1.32	2.71 1.68	3.23 1.24
15. Monitor ration records & reports	35 X SD	4.54 1.14	5.17 1.76	2.50 1.64	3.17 1.83	3.54 1.47	33 SD	5.00 1.00	6.00 1.16	2.43 1.90	2.71 2.22	3.86 1.07	44 SD	4.88 1.03	5.63 1.03	3.00 1.55	3.25 1.39	3.63 1.15

- 1 SG
Garrison Tasks

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	D	DN	SC
1. Enforce standards of military discipline, courtesy & dress	99 X SD	6.80 .48	6.64 .64	2.99 2.01	3.60 1.99	4.65 .89	100 SD	6.67 .66	6.70 .57	2.45 1.50	2.65 1.46	4.48 .60	100 SD	6.83 .38	6.47 .70	2.64 1.90	3.14 2.16	4.53 .85
2. Monitor troop health & welfare	100 X SD	5.96 1.14	6.30 .90	2.57 1.47	3.07 1.68	4.43 .97	100 SD	5.91 .83	6.33 .66	2.76 .94	3.14 1.39	4.43 .75	97 SD	5.89 1.13	6.34 .80	2.69 1.49	3.03 1.67	4.49 .70
3. Determine projects & details for extra duty personnel	97 X SD	5.18 1.17	5.24 1.53	1.96 1.21	2.21 1.44	3.28 1.23	90 SD	4.79 .98	4.68 1.16	2.21 1.13	2.26 1.10	3.32 1.11	94 SD	4.68 1.36	5.36 1.25	2.12 1.27	2.49 1.50	3.50 1.05
4. Brief newly assigned personnel on missions & policies	97 X SD	4.48 .79	6.25 .91	2.05 1.16	2.82 1.45	4.11 .95	100 SD	4.62 .74	6.19 .60	2.33 1.16	2.91 1.61	3.91 .94	100 SD	4.31 .75	6.28 .88	2.25 1.20	2.86 1.46	4.19 .86
5. Recommend judicial (courts-martial) & non-judicial (Art 15) action to commander	100 X SD	4.46 .80	6.00 1.06	2.78 1.48	3.61 1.77	4.09 1.13	95 SD	4.20 1.06	6.50 .61	2.95 1.15	3.85 1.35	4.25 .64	97 SD	3.91 .95	5.80 .83	2.94 1.08	3.35 1.52	4.06 .94
6. Visit personnel in hospital/confinement	96 X SD	3.44 1.08	5.71 1.21	2.50 1.82	2.62 1.74	3.59 1.19	90 SD	3.21 1.03	5.90 .99	2.42 1.54	2.47 1.50	3.58 .84	97 SD	3.54 1.20	6.20 .93	2.14 1.44	2.14 1.44	4.29 .99
7. Recommend & initiate non-punitive (letters of reprimand, admonishment, etc.) disciplinary measures	97 X SD	4.63 1.09	5.82 1.02	2.75 1.35	3.93 1.57	3.84 1.13	90 SD	4.00 1.11	6.00 .75	3.22 .94	3.94 1.26	4.16 .90	97 SD	4.09 1.04	5.57 .98	2.89 1.23	3.57 1.56	3.94 .87
8. Protect the rights of an accused or suspected individual	78 X SD	4.00 1.15	5.82 1.29	2.94 1.75	3.37 1.79	3.96 1.17	86 SD	3.89 1.13	6.22 .94	2.67 1.37	2.83 1.58	4.06 1.06	69 SD	3.64 1.25	5.96 1.10	3.20 1.50	3.63 1.61	4.32 .95

Sky's the Limit

E-11

- 1 SG
arrison tasks

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15. (UCM)	78 X SD	4.41 1.04	5.85 1.05	2.93 1.44	3.98 1.60	4.00 1.01	71 X SD	4.33 1.11	5.87 1.30	2.87 .99	3.87 1.41	4.13 1.19	78 X SD	4.00 1.16	5.96 .84	2.82 1.36	3.25 1.69	4.25 .89
18. Train the guidon bearer	77 X SD	3.19 1.29	4.51 1.67	2.02 1.29	2.43 1.47	2.72 1.19	71 X SD	3.47 1.36	4.67 1.11	2.20 1.15	2.53 1.36	3.27 .88	75 X SD	2.96 .94	4.82 1.36	1.82 1.00	2.11 1.12	3.15 1.13
19. Plan/organize unit recreation activities	81 X SD	3.64 1.31	4.53 1.45	2.63 1.22	3.25 1.35	3.04 1.25	76 X SD	3.69 1.40	4.94 .83	3.06 1.60	3.41 1.50	3.31 .95	92 X SD	3.70 1.43	5.00 1.25	3.42 1.39	3.64 1.50	3.33 1.14
20. Research Manual for Courts-Martial	39 X SD	3.78 1.05	5.70 1.03	2.48 1.37	3.48 1.93	3.82 .91	43 X SD	3.67 1.23	5.33 .71	3.78 1.64	4.22 1.56	3.78 .67	42 X SD	3.00 .93	5.13 .92	3.87 1.69	4.60 1.84	3.40 .91
21. Monitor Unit Fund Council meetings & functions	57 X SD	3.51 .68	5.33 1.31	2.00 1.03	2.33 1.06	3.24 1.13	33 X SD	3.86 .69	5.29 .49	2.29 1.25	2.43 1.13	3.29 1.11	47 X SD	3.65 .61	5.06 1.35	2.29 1.21	2.35 1.17	3.06 1.25
22. Determine/assist commander to determine criteria for probable cause for search & seizure	91 X SD	3.64 .94	5.60 1.24	2.95 1.69	3.64 1.78	3.75 1.12	76 X SD	3.56 1.21	6.00 .82	3.19 1.38	3.63 1.63	4.25 .78	86 X SD	3.13 .85	5.61 .99	3.29 1.37	3.77 1.77	4.00 1.07
23. Supervise the preparation of sworn/unsworn statements	30 X SD	3.52 .93	5.05 1.63	2.05 1.12	2.57 1.40	3.32 1.13	48 X SD	3.60 1.35	5.30 1.06	3.20 .92	3.40 1.08	3.50 .85	28 X SD	3.50 1.08	5.50 .85	2.50 1.18	2.60 1.17	3.70 .95
24. Brief soldiers on civilian-military relations	91 X SD	4.18 1.06	5.22 1.21	2.37 1.11	2.94 1.24	3.35 1.23	76 X SD	3.67 1.08	4.44 1.46	2.69 .50	3.00 .63	3.00 .89	92 X SD	3.88 1.19	4.88 1.50	2.30 1.08	2.42 1.09	3.39 1.20
25. Develop & implement human relations program	68 X SD	4.00 1.37	5.57 1.40	2.62 1.44	3.40 1.64	3.72 1.12	52 X SD	4.18 1.25	5.30 1.89	3.00 1.70	3.60 2.01	3.46 1.37	47 X SD	3.88 1.11	5.53 1.23	2.88 1.45	3.29 1.45	3.94 .85

- 1 SG
Garrison Tasks

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
26. Supervise personal hygiene	84 X SD	5.57 1.19	5.79 1.35	2.31 1.31	2.71 1.60	4.16 1.11	67 SD	6.07 .73	6.14 .86	2.14 1.17	2.36 1.15	3.79 1.05	75 SD	5.52 1.19	6.07 1.07	2.44 1.16	2.63 1.25	4.12 1.07
27. Coordinate post/community details	68 X SD	4.38 1.15	3.96 1.63	3.38 1.73	3.92 1.60	3.11 1.39	62 SD	5.23 1.36	4.31 1.80	2.69 1.49	3.23 1.74	3.31 1.03	64 SD	4.17 1.23	4.65 1.61	2.83 1.72	2.87 1.82	3.26 1.21
28. Brief personnel on standards, traditions & division of duties in Army	94 X SD	4.43 1.31	5.09 1.34	2.35 1.08	2.97 1.46	3.23 1.20	95 SD	4.75 1.07	4.90 1.37	2.65 1.04	3.00 1.26	3.45 1.10	89 SD	4.22 1.41	5.41 1.41	2.25 1.14	2.44 1.41	3.69 1.20

- 1 SG
Tactical/Combat Tasks

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Supervise preparation of bivouac area	75 X SD	3.00 .93	5.50 .96	2.64 1.33	3.39 1.54	3.58 1.11	62 X SD	2.85 .69	5.46 .78	2.92 .86	3.54 1.33	3.69 .86	53 X SD	2.63 .68	5.84 .83	2.79 1.44	3.32 1.67	4.21 .92
2. Supervise local area security	70 X SD	4.54 1.53	5.81 1.14	2.52 1.19	3.08 1.41	3.98 1.02	67 X SD	4.21 1.72	5.57 1.45	2.79 1.31	3.07 1.33	3.79 1.05	14 X SD	4.25 1.53	6.25 .78	2.75 1.39	2.94 1.34	4.44 .73
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.)	77 X SD	3.15 .97	5.79 1.20	2.64 1.61	3.17 1.60	3.89 1.05	62 X SD	3.00 .82	5.92 .86	2.92 1.26	3.23 1.42	3.92 .95	53 X SD	2.79 .79	6.00 1.20	3.11 1.66	3.32 1.86	4.32 .89
4. Organize/supervise the MIAA/IUA (trains) area	48 X SD	3.09 .91	5.49 1.42	3.58 1.17	4.42 1.64	3.79 1.14	14 X SD	3.67 .58	5.00 1.00	3.67 1.16	3.67 1.16	2.50 .71	08 X SD	3.33 .58	4.67 .58	3.33 1.16	4.00 1.00	4.00 1.00
5. Direct clearing of previously occupied unit area	75 X SD	3.15 1.27	4.89 1.35	2.81 1.19	3.54 1.34	3.52 1.15	71 X SD	3.33 1.50	5.20 1.15	2.86 1.29	3.36 1.55	3.50 1.35	58 X SD	3.19 1.44	5.19 1.37	3.00 1.45	3.48 1.89	3.76 .89
6. Direct coordination & preparation of advance party	78 X SD	3.19 1.05	5.78 1.18	3.00 1.33	3.87 1.63	4.04 1.03	52 X SD	3.27 .79	6.09 .70	3.36 1.03	3.91 1.51	3.91 .94	50 X SD	3.22 .94	5.50 1.20	3.11 1.23	3.68 1.46	3.94 1.21

- 1 SG
Tactical/Combat Tasks

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
7. Inspect field fortifications	72	3.02 SD .85	5.50 1.46	2.76 1.12	3.38 1.47	3.96 1.14	67	3.00 SD	5.00 1.18	3.07 .83	3.71 1.20	3.64 1.08	36	3.64 SD	5.00 1.41	2.92 1.38	3.23 1.64	4.00 .85
8. Plan/implement field sanitation activities	80	3.04 SD .84	5.71 1.26	2.69 1.36	3.20 1.41	3.71 1.03	67	3.29 SD	5.43 .94	3.07 1.00	3.43 1.22	3.71 .99	44	3.71 SD	5.63 1.15	3.38 1.36	3.69 1.40	3.94 1.00
9. Evaluate operations orders for impact on unit capabilities	58	4.10 SD 1.63	5.93 1.12	3.30 1.49	4.18 1.65	4.05 .96	62	4.15 SD	5.92 .90	3.92 1.78	4.42 1.73	3.92 .95	50	3.94 SD	6.00 1.03	4.00 1.91	4.16 2.01	3.94 .87
10. Plan command post (CP) general location	51	3.00 SD .77	5.63 .97	2.71 1.25	3.46 1.72	3.71 .99	38	3.75 SD	5.63 .92	3.00 1.41	3.88 1.55	4.00 .76	33	3.75 SD	5.50 1.38	3.00 1.65	3.42 2.02	4.25 1.06
11. Prepare/monitor unit tactical feeding plan	80	3.49 SD 1.03	5.64 1.16	2.49 1.57	3.04 1.68	3.75 1.00	52	3.27 SD	5.64 1.03	3.55 1.57	4.00 1.73	3.82 1.08	28	3.00 SD	5.60 1.43	3.40 1.43	3.40 1.43	3.70 1.16
12. Displace unit from one location to another	78	3.43 SD 1.28	5.83 1.11	2.93 1.53	4.15 1.73	4.22 .97	71	3.07 SD	6.07 .70	3.57 .94	4.50 1.16	4.20 1.15	47	3.06 SD	5.88 .86	4.06 1.48	4.59 1.94	4.24 .97
13. Plan/supervise implementation of MHC protective measures	77	3.79 SD 1.08	5.72 1.20	3.26 1.36	4.08 1.57	4.15 1.01	71	4.33 SD	5.80 1.01	3.60 1.45	4.47 1.30	4.13 .83	58	3.67 SD	5.76 1.30	3.29 1.49	3.52 1.72	4.38 .92
14. Supervise tactical troop ground movements	57	3.08 SD .96	6.03 1.04	2.95 1.61	3.62 1.77	4.08 .93	33	3.29 SD	5.86 .69	3.14 1.07	3.43 .98	4.00 1.00	39	3.29 SD	5.50 .86	3.64 1.28	4.36 1.22	4.20 .94
15. Spot check loaded vehicle for compliance with vehicle load plans	83	3.53 SD .91	5.02 1.40	2.68 1.68	2.97 1.64	3.31 1.14	81	3.65 SD	4.94 1.20	2.47 1.23	2.77 1.30	3.35 1.12	61	3.82 SD	5.77 1.45	2.86 1.67	2.96 1.73	4.04 1.02
16. Supervise handling of prisoners of war & refugees	30	2.52 SD .68	5.19 1.37	2.38 1.24	3.05 1.40	3.57 1.03	14	3.33 SD	5.67 .58	3.67 1.16	3.67 1.16	3.00 2.00	11	3.33 SD	6.25 1.50	1.75 .96	1.75 .96	4.75 .50

- 1 SG
Health and Welfare

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Counsel personnel with disciplinary problems	99 X SD	5.49 .94	6.31 .85	2.59 1.61	3.54 1.92	4.21 1.06	90 X SD	5.37 1.07	5.83 1.15	2.67 1.24	3.22 1.56	4.16 .69	100 X SD	4.86 1.20	6.08 .87	2.78 1.40	3.20 1.64	4.22 .80
2. Counsel personnel facing personal/financial problems	99 X SD	5.15 1.07	6.16 .80	2.54 1.53	3.60 1.89	4.12 .96	95 X SD	4.55 1.15	6.10 .72	3.00 1.12	3.45 1.28	4.05 .85	100 X SD	4.69 1.12	6.06 .86	2.69 1.37	3.33 1.62	4.29 .75
3. Counsel military personnel on job performance (good & bad)	100 X SD	5.29 1.18	6.39 .73	2.62 1.35	3.59 1.76	4.45 .93	95 X SD	5.40 1.27	6.30 .73	3.20 1.06	4.00 1.30	4.05 .76	97 X SD	4.91 1.17	6.03 .99	2.71 1.41	3.00 1.48	4.23 .94
4. Counsel personnel concerning personnel actions	97 X SD	5.46 .99	5.93 1.03	2.46 1.44	3.27 1.75	3.85 1.05	90 X SD	5.05 1.22	5.95 .91	2.84 1.21	3.26 1.37	3.78 .94	100 X SD	5.11 .89	5.86 .69	2.63 1.17	3.23 1.46	4.09 .74
5. Make appointments for enlisted personnel (medical, chaplain, lt, AER, etc.)	96 X SD	5.47 1.10	5.77 1.13	2.20 1.53	2.52 1.62	3.77 1.13	81 X SD	5.00 1.50	5.88 .78	2.77 1.60	2.94 1.29	4.06 .83	81 X SD	4.83 1.20	5.86 1.06	2.00 1.10	2.07 1.13	3.96 .88
6. Prepare rater's/indorser's section of EER	88 X SD	3.54 1.21	6.44 1.06	2.66 1.58	3.43 1.80	4.36 1.00	81 X SD	3.18 1.02	6.65 .49	2.94 1.03	3.65 1.22	4.18 .95	94 X SD	3.03 1.03	6.50 .90	2.77 1.42	3.32 1.70	4.59 .74
7. Implement/supervise unit weight control program	87 X SD	4.68 .97	5.30 1.52	2.92 1.50	3.35 1.58	3.45 1.27	90 X SD	5.00 1.11	5.39 1.38	2.78 1.59	3.22 1.44	3.42 1.02	75 X SD	4.56 .93	5.44 1.45	2.85 1.66	3.39 1.75	3.48 1.25
8. Supervise the unit enlisted sponsorship program	97 X SD	4.61 1.01	5.91 1.10	2.64 1.19	3.29 1.31	3.93 1.11	100 X SD	4.62 1.02	5.86 1.32	2.76 1.48	3.29 1.65	3.86 .91	89 X SD	4.53 1.19	6.19 1.00	2.81 1.38	3.03 1.49	3.88 1.04

- 1 SG
Health and Welfare (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC
9. Write letters of welcome to newly assigned personnel	67 X SD	3.65 .5	5.94 1.10	2.48 1.38	3.04 1.53	3.78 1.21	81 SD	3.00 1.00	6.00 .87	2.24 1.03	2.53 1.33	3.50 1.03	61 SD	3.64 1.00	6.32 .89	2.27 1.24	2.46 1.34	4.14 .77
10. Explain to SM why he/she must perform post details that do not pertain to his/her MNS	88 X SD	4.28 1.36	4.34 1.74	2.03 1.20	2.66 1.37	2.92 1.45	90 SD	4.42 1.07	4.26 1.45	2.16 1.17	2.68 1.20	3.00 1.00	89 SD	4.28 1.30	4.38 1.70	1.94 1.05	2.72 1.44	3.06 1.29
11. Talk to dependent wives, husbands (requests, MEN procedures, etc.)	71 X SD	3.94 1.03	5.48 1.32	3.06 1.85	3.71 1.81	3.73 1.14	76 SD	3.88 1.03	5.73 .80	3.80 1.70	4.40 1.81	3.69 .79	58 SD	3.76 .54	5.67 1.02	3.19 1.66	3.68 1.67	3.86 1.11
12. Apply motivational (rewards & punishments) techniques	81 X SD	5.64 1.09	6.13 1.01	2.54 1.61	3.14 1.85	4.02 1.04	86 SD	5.39 .98	6.11 .76	2.39 1.04	2.83 1.25	3.78 1.06	83 SD	5.20 1.10	5.97 .96	2.60 1.43	2.97 1.69	4.13 .94
13. Supervise conduct of counseling in the unit	97 X SD	5.58 1.20	6.21 .85	2.81 1.27	3.82 1.55	4.25 1.01	100 SD	5.48 1.25	6.05 .92	3.48 .93	4.38 1.40	4.00 .84	100 SD	4.92 1.50	5.47 1.42	3.06 1.33	3.19 1.33	3.80 1.26
14. Conduct referrals to service agencies	86 X SD	4.98 1.08	5.20 1.40	2.14 1.18	2.66 1.15	3.64 1.21	86 SD	4.72 1.64	5.22 1.26	2.33 1.14	2.83 1.47	3.33 .84	81 SD	4.35 1.14	5.28 1.22	2.21 1.08	2.52 1.12	3.62 .98
15. Assist/counsel in career planning & personnel development	94 X SD	5.11 1.05	5.94 .98	2.59 1.41	3.39 1.59	3.86 1.07	90 SD	5.05 .91	6.16 .69	3.05 1.27	3.68 1.25	3.79 .92	94 SD	4.91 1.00	5.97 .90	2.79 1.15	2.97 1.24	4.12 1.01

- 1 SG
Group Management

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction	100 X SD	4.33 .66	6.25 .86	2.47 1.23	3.45 1.72	4.38 .89	100 X SD	4.67 1.02	6.14 1.24	3.29 1.06	3.95 1.28	4.19 .87	100 X SD	4.08 .77	6.42 .73	3.03 1.50	3.67 1.49	4.47 .77
2. Recommend to commander approval/disapproval of personnel actions (DA Form 4187)	93 X SD	5.50 .89	5.98 .90	2.44 1.41	3.16 1.65	3.91 .93	95 X SD	5.35 1.31	6.00 .92	2.65 1.14	3.35 1.39	4.05 .89	92 X SD	4.97 1.13	5.82 .88	2.46 1.39	2.91 1.70	3.97 1.02
3. Review EER for accuracy & completeness	97 X SD	4.45 .99	6.42 .86	2.68 1.66	3.49 1.77	4.05 1.13	100 X SD	4.57 .93	6.29 .85	2.86 1.11	3.48 1.25	4.33 1.24	94 X SD	3.77 .82	6.24 .96	2.56 1.38	3.06 1.64	4.35 .73
4. Recommend personnel for administrative elimination	100 X SD	3.28 1.10	5.87 1.14	2.64 1.70	3.62 1.85	3.96 1.13	86 X SD	3.50 1.20	5.67 1.09	2.94 1.70	3.50 1.79	4.06 .87	86 X SD	2.39 .67	6.10 .98	3.03 1.54	3.55 1.90	4.19 .87
5. Recommend personnel for special/additional duties	100 X SD	4.19 1.03	4.81 1.50	2.58 1.17	3.61 1.46	3.17 1.24	100 X SD	4.38 1.12	5.05 .92	3.33 1.11	3.81 1.40	3.81 .98	94 X SD	3.85 1.13	4.68 1.36	2.47 .99	2.91 1.31	3.21 1.01
6. Supervise/monitor awards & decorations programs for enlisted personnel	93 X SD	4.23 .81	5.84 1.04	2.84 1.62	3.39 1.71	3.70 1.06	90 X SD	4.21 1.18	5.68 .89	3.16 1.46	3.58 1.58	3.63 .90	81 X SD	4.14 1.03	5.93 1.00	2.79 1.21	3.21 1.47	3.90 1.01
7. Recommend duty assignment for newly assigned personnel	94 X SD	4.52 .85	5.85 1.10	2.37 1.22	3.12 1.41	3.92 1.05	90 X SD	4.90 1.05	6.21 .79	2.95 .91	3.68 1.06	4.05 1.13	78 X SD	4.61 .69	6.04 .96	2.43 1.26	2.79 1.60	4.25 .93
8. Review/correct Unit Manning Roster	88 X SD	4.39 1.07	6.02 1.01	2.87 1.63	3.64 1.76	3.90 1.11	81 X SD	4.24 .97	5.88 .70	2.94 1.30	3.59 1.73	3.88 .93	83 X SD	4.33 .84	6.17 .79	3.03 1.63	3.50 1.98	4.20 .89
9. Recommend reassignment of assigned personnel	75 X SD	3.46 1.18	5.85 1.20	2.21 1.38	2.81 1.77	3.89 1.04	86 X SD	3.06 1.06	5.39 .85	2.72 1.27	3.17 1.58	3.61 .92	67 X SD	3.04 1.04	5.79 1.10	2.38 1.25	2.71 1.37	3.96 1.08

- 1 SG
Group Management (cont.)

			Combat Arms				Combat Support				Combat Service Support										
			% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	O	ON	SC	
10. Counsel personnel on SOT (e.g., preparation, scoring, importance, etc.)	84	X	3.48	5.72	2.47	2.93	3.79	62	X	3.77	5.92	2.85	3.39	4.15	67	X	3.13	6.04	2.88	3.21	4.26
		SD	1.31	1.24	1.43	1.45	1.09	SD	1.54	.64	.99	1.26	.69	SD	1.04	.91	1.39	1.64	.69		
11. Review administrative elimination proceedings	80	X	3.15	5.69	2.58	3.60	3.77	48	X	3.30	5.90	3.50	3.90	4.10	64	X	3.00	5.52	2.70	2.96	4.00
		SD	1.03	1.22	1.51	1.89	1.08	SD	1.57	.99	1.18	1.10	.74	SD	.95	1.41	1.43	1.55	.80		
12. Prepare enlisted personnel rating scheme	86	X	2.95	5.76	2.27	2.73	3.66	90	X	3.26	5.58	2.68	3.21	3.84	92	X	3.18	5.73	2.21	2.72	4.09
		SD	.82	1.33	1.22	1.42	1.11	SD	1.05	1.26	1.49	1.44	.96	SD	.92	1.01	1.19	1.63	.88		
13. Recommend personnel for MOS reclassification	72	X	2.58	5.56	2.42	3.10	3.55	76	X	2.31	5.63	2.88	3.13	3.47	61	X	2.46	5.77	2.73	3.14	3.86
		SD	.88	1.31	1.57	1.90	1.15	SD	.60	.89	1.26	1.36	.74	SD	.74	1.19	1.61	1.81	.99		
14. Identify personnel for whom an IER is due	84	X	4.43	6.15	2.45	3.09	4.19	81	X	4.35	6.06	2.41	2.77	4.12	69	X	4.24	6.12	2.96	3.28	4.20
		SD	.92	1.06	1.39	1.66	1.07	SD	.86	1.30	1.62	1.52	.70	SD	.83	.83	1.43	1.57	.91		
15. Provide input to TUE/TDA changes	30	X	2.57	5.81	3.00	3.81	4.00	48	X	2.50	5.90	3.40	4.20	3.60	44	X	2.25	5.94	3.69	4.25	3.69
		SD	.81	1.12	1.95	2.02	.95	SD	.97	.88	2.12	2.10	1.27	SD	.58	.93	1.58	1.65	.87		
16. Write recommendations for awards/decorations	87	X	3.63	5.70	3.05	3.93	3.75	95	X	3.25	5.90	3.45	3.90	3.85	89	X	3.00	5.94	3.09	3.41	3.97
		SD	1.03	1.21	1.59	1.80	1.00	SD	1.33	.64	1.43	1.52	.99	SD	.76	.84	1.53	1.72	.90		
17. Review military personnel job descriptions	45	X	3.65	5.58	2.45	3.10	3.68	33	X	3.00	5.14	2.14	2.43	3.14	39	X	2.71	5.50	2.50	3.00	3.86
		SD	1.28	1.39	1.18	1.42	1.22	SD	1.41	.90	1.22	1.13	1.22	SD	.73	1.23	1.09	1.41	1.10		
18. Provide input to manpower survey documentation	42	X	3.07	4.28	2.46	2.89	2.90	43	X	2.33	3.78	2.56	2.56	2.11	28	X	2.50	5.00	3.10	3.40	3.70
		SD	1.36	1.60	1.32	1.50	1.26	SD	.50	1.79	1.94	1.94	.93	SD	.85	1.33	1.52	1.65	1.05		

- 1 SG
Group Management (cont.)

	% Who Perform	Combat Arms				Combat Support				Combat Service Support								
		F	I	D	ON	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
19. Prepare/supervise the preparation of DA Form 4187, Personnel Actions	48 X SD	5.36 1.08	5.79 1.19	2.12 1.39	3.21 1.90	3.79 1.24	57 SD	5.33 1.44	5.83 .72	2.83 1.03	3.42 1.51	3.50 .91	47 SD	5.82 .95	6.06 .75	3.00 1.06	3.41 1.23	4.06 .90
20. Prepare military personnel job descriptions	28 X SD	3.53 1.47	5.21 1.55	3.05 1.62	3.74 1.91	3.37 1.17	29 SD	3.00 1.55	5.00 1.79	2.50 .84	3.00 1.10	2.83 1.47	11 SD	3.50 1.29	5.50 .58	2.00 1.41	2.00 1.41	3.00 .82
21. Prepare/review (man evaluation reports	07 X SD	3.40 1.14	4.20 1.92	2.40 1.14	2.40 1.14	2.00 1.00	0 SD	- -	- -	- -	- -	- -	08 SD	3.00 1.00	5.00 2.65	3.00 0.00	3.00 0.00	3.33 1.16
22. Provide personnel services	75 X SD	6.77 1.01	5.94 1.09	2.79 1.49	3.50 1.54	3.92 1.05	48 SD	5.80 1.03	5.00 1.16	3.00 1.16	3.30 1.25	3.40 .84	69 SD	5.96 .98	5.96 .89	2.88 .88	3.16 1.21	4.13 .95

- 1 Sg
Training

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Conduct NCO calls	97 X SD	4.73 1.02	5.81 1.02	2.08 1.26	2.61 1.60	3.75 1.19	100 SD	4.62 .74	5.76 .83	2.45 1.28	2.79 1.32	3.90 .85	89 SD	4.53 .80	5.88 .83	2.34 1.36	2.69 1.51	3.88 1.10
2. Recommend personnel to attend service schools/ additional or specialized training	99 X SD	4.27 .86	6.02 .97	2.46 1.48	2.90 1.58	4.03 .91	95 SD	4.20 1.11	5.95 .89	2.45 1.05	2.75 1.07	3.90 1.07	92 SD	3.88 .86	5.91 1.04	2.36 1.11	2.73 1.33	4.12 .93
3. Provide input to training schedules	90 X SD	4.98 .67	5.95 .93	2.42 1.44	3.08 1.67	3.98 1.03	90 SD	5.05 .78	6.05 .78	3.00 1.37	3.47 1.65	3.84 .96	92 SD	4.76 .71	5.88 1.05	2.61 1.14	3.09 1.49	4.15 .97
4. Plan unit NCO training	97 X SD	4.81 .86	6.24 .85	2.55 1.66	3.25 1.82	4.12 1.03	95 SD	4.60 .94	6.15 .81	3.30 1.30	3.85 1.35	4.22 .94	83 SD	4.60 .68	6.33 .84	3.23 1.65	3.73 1.74	4.30 .84
5. Develop/supervise physical fitness training/program	97 X SD	5.72 .60	6.05 .93	2.45 1.49	3.03 1.67	4.20 1.05	100 SD	5.86 .48	6.05 .87	2.35 1.35	2.55 1.36	4.00 1.05	92 SD	5.49 .83	5.88 1.05	2.33 1.27	2.67 1.36	4.06 1.14
6. Provide training guidance to subordinates	96 X SD	5.52 .88	6.09 .87	2.58 1.44	3.30 1.75	4.05 .97	90 SD	5.63 1.01	6.00 .82	2.74 .99	3.26 1.28	4.21 .63	86 SD	5.23 .92	5.94 1.06	2.77 1.18	2.94 1.29	4.10 1.04
7. Monitor subordinates' attainment of DA minimum civilian education goals	78 X SD	4.32 1.13	5.54 1.24	2.72 1.51	3.20 1.74	3.35 1.17	71 SD	4.33 .82	5.60 .63	2.60 1.24	2.80 1.42	3.27 1.10	75 SD	4.15 .77	5.78 1.05	2.70 1.49	3.26 1.75	3.85 1.10
8. Instruct NCO's on relationship between soldiers' manuals, SOP's, & ARTEP's	99 X SD	4.46 1.28	5.87 1.12	2.74 1.49	3.05 1.47	3.82 1.09	81 SD	4.53 1.28	6.24 .66	3.24 1.39	3.88 1.73	3.82 .64	92 SD	4.15 1.25	5.88 1.01	3.22 1.36	3.69 1.67	4.18 .92
9. Critique deficiency of enlisted instructors	86 X SD	4.85 1.03	5.81 1.04	2.42 1.37	2.85 1.51	3.61 1.07	76 SD	4.38 1.20	5.44 .73	2.69 1.25	3.38 1.46	3.88 .72	75 SD	4.41 .84	5.59 .97	2.59 1.28	3.04 1.63	3.85 1.06

- I SG
Training (cont.)

	Combat Arms							Combat Support							Combat Service Support						
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC			
10. Evaluate training effectiveness to determine if commanders' training objectives are met	88 X SD	5.21 1.00	6.07 .87	2.57 1.42	3.07 1.64	4.20 1.00	86 SD	5.06 1.06	6.11 .83	3.06 1.55	3.39 1.72	4.06 .87	86 SD	4.84 .97	5.90 .91	2.94 1.29	3.29 1.42	3.93 .94			
11. Implement training to correct individual/unit deficiencies	91 X SD	4.86 1.01	5.83 .91	3.24 1.42	4.27 1.64	4.05 .92	90 SD	5.21 1.08	6.21 .86	3.56 1.04	4.50 1.62	4.32 .67	81 SD	4.38 .98	5.67 1.03	2.77 1.28	3.23 1.57	4.00 1.00			
12. Conduct train-the-trainer sessions for unit NCOs	93 X SD	4.59 .96	6.13 .88	2.79 1.36	3.57 1.67	4.16 .95	95 SD	4.80 .70	6.20 .83	2.75 1.12	3.35 1.27	4.00 .97	89 SD	4.31 .82	6.03 .83	3.31 1.40	3.66 1.68	4.44 .84			
13. Identify & enforce training safety requirements	91 X SD	5.11 1.26	5.92 1.05	2.84 1.27	3.16 1.41	4.18 1.10	90 SD	4.53 1.02	5.63 .83	3.05 .91	3.74 .87	3.90 .88	72 SD	4.89 1.14	5.89 .95	3.04 1.40	3.27 1.54	4.27 .83			
14. Designate personnel attend unit training	75 X SD	5.40 1.09	5.98 1.00	2.46 1.53	2.79 1.65	4.02 1.13	76 SD	5.25 .58	5.69 .79	2.50 1.37	2.88 1.50	3.94 .85	67 SD	5.38 .58	5.83 1.05	2.92 1.67	3.29 1.78	3.96 .91			
15. Plan unit collective training	68 X SD	4.57 .93	5.75 1.17	2.85 1.52	3.47 1.49	3.83 .92	52 SD	4.73 1.27	5.55 .69	3.73 1.62	4.00 1.48	3.64 .92	58 SD	4.57 .81	5.91 .83	3.24 1.48	3.76 1.55	4.14 .73			
16. Review training performance objectives	86 X SD	4.98 1.01	5.75 1.01	2.70 1.24	3.31 1.47	3.93 1.05	76 SD	4.81 1.11	5.81 .66	3.50 1.51	3.81 1.60	4.13 .72	81 SD	4.28 .96	5.69 1.14	3.28 1.28	3.66 1.47	3.71 1.01			
17. Provide input to unit Master Training Forecast	65 X SD	4.04 1.09	5.91 1.06	2.76 1.46	3.40 1.71	3.87 1.06	71 SD	4.13 1.25	5.93 .88	3.00 1.36	3.73 1.49	3.80 1.15	72 SD	3.96 1.00	6.08 .91	3.20 1.58	3.60 1.68	4.12 .82			
18. Conduct critiques of unit training	83 X SD	4.30 1.16	5.61 1.15	2.74 1.22	3.53 1.42	3.60 1.15	76 SD	4.69 1.20	5.63 .72	3.25 1.13	3.81 1.47	3.75 .78	64 SD	4.48 .79	5.91 .79	2.78 1.28	3.22 1.20	4.09 .90			

- 1 Sg
Training (cont.)

	Combat Arms				Combat Support				Combat Service Support			
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC
19. Evaluate individual training	90	5.31 SD 1.07	5.84 1.03	2.81 1.24	3.47 1.49	4.21 .93	81	5.47 SD 1.13	6.00 .71	2.69 1.39	3.14 1.43	4.21 1.05
20. Organize/monitor unit SOT study program	81	4.04 SD 1.39	6.00 1.08	3.13 1.69	3.68 1.86	3.87 1.02	62	4.77 SD 1.48	6.08 .64	3.71 1.43	4.04 1.65	4.33 .76
21. Plan use of available training time	86	5.39 SD 1.00	6.05 .92	3.48 1.75	4.09 1.80	4.22 .97	76	5.56 SD 1.03	5.88 1.09	2.89 1.37	3.21 1.62	3.68 1.19
22. Coordinate unit training	83	5.33 SD .91	6.18 .85	3.40 1.49	4.12 1.55	4.19 .99	81	5.18 SD 1.13	5.81 .83	2.89 1.07	3.56 1.26	4.00 .89
23. Supervise collective training	81	4.39 SD 1.20	5.68 1.34	2.82 1.55	3.25 1.62	3.68 1.10	71	4.60 SD .99	5.60 .91	3.10 1.07	3.25 1.02	3.90 1.21
24. Recommend tasks for increment weather training	66	3.91 SD 1.13	5.24 1.34	2.59 1.41	3.02 1.37	3.54 1.13	67	4.00 SD 1.11	5.00 1.36	2.71 .99	3.12 1.27	3.82 .95
25. Establish performance objectives based on commanders's training guidance	74	4.92 SD 1.11	5.94 .93	2.80 1.55	3.35 1.71	3.78 1.08	67	4.71 SD 1.27	5.79 .89	3.20 1.40	3.55 1.54	4.15 .88
26. Designate enlisted training instructors	75	4.77 SD 1.02	5.67 1.15	2.06 1.31	2.65 1.61	3.71 1.21	52	4.36 SD 1.03	5.82 .60	2.38 1.16	2.67 1.28	3.71 .90
27. Coordinate unit training support	72	4.96 SD 1.14	5.76 1.17	3.12 1.35	3.68 1.46	3.88 1.14	62	4.54 SD .97	5.85 .56	3.21 1.23	3.74 1.45	3.58 .84
28. Conduct a performance oriented training session (individual & collective)	86	4.24 SD .92	5.88 1.04	3.02 1.25	3.71 1.42	3.71 .93	86	4.61 SD .98	5.56 .78	3.18 1.16	3.54 1.32	3.86 1.11

- 1 SG
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
29. Determine required support for training	67 X SD	4.72 1.31	6.02 .91	2.59 1.45	3.37 1.67	3.96 1.04	52 X SD	4.09 1.14	5.55 .69	3.73 1.27	4.09 1.22	3.82 .98	39 X SD	4.57 .85	5.93 .73	3.29 1.59	3.43 1.79	4.00 1.25
30. Supervise unit OJT program	46 X SD	4.16 1.48	5.50 1.02	2.91 1.38	3.38 1.64	3.81 1.06	48 X SD	4.50 .97	5.70 .82	3.10 .99	3.30 .82	3.60 .97	33 X SD	4.17 1.47	5.08 1.24	2.67 1.30	2.82 1.47	3.77 1.01
31. Prioritize tasks selected for training in unit	74 X SD	4.92 1.25	5.84 1.05	3.10 1.72	3.86 1.88	3.82 1.07	67 X SD	4.50 1.02	5.50 1.23	3.36 1.55	3.86 1.46	3.93 .83	50 X SD	4.56 1.15	6.00 1.03	3.67 1.14	4.28 1.36	4.05 .97
32. Supervise individual training	67 X SD	5.22 1.41	6.09 .87	2.41 1.38	3.28 1.53	4.09 .99	81 X SD	5.35 1.12	6.18 .64	2.94 1.20	3.53 1.42	4.06 .97	50 X SD	5.28 .90	6.22 .73	3.00 1.57	3.28 1.78	4.22 .81
33. Identify/review training publications	72 X SD	4.46 1.03	5.20 1.47	2.52 1.23	2.80 1.25	3.52 1.15	52 X SD	4.46 1.04	5.00 1.55	2.46 1.13	2.55 1.21	3.17 1.27	69 X SD	4.20 1.12	5.00 1.16	2.84 1.34	2.88 1.42	3.68 .80
34. Plan unit individual training	86 X SD	5.24 .70	6.46 .92	3.56 1.44	4.92 1.67	4.31 1.07	95 X SD	5.30 .92	6.25 .72	4.05 1.05	4.80 1.58	4.50 .61	83 X SD	5.17 .99	6.07 .79	3.67 1.40	4.27 1.74	4.17 .99
35. Evaluate collective training, using ARTEP evaluation standards	81 X SD	3.45 1.37	5.86 1.12	3.23 1.39	4.13 1.63	4.16 .99	86 X SD	3.89 1.68	5.78 1.17	3.94 1.21	4.67 1.19	4.00 1.14	67 X SD	3.17 1.44	5.67 .96	3.42 1.25	3.88 1.42	4.25 .79
36. Prepare a performance oriented training session (individual/collective)	71 X SD	4.27 1.08	5.63 1.20	2.78 1.39	3.57 1.41	3.71 1.12	62 X SD	4.62 1.04	5.85 .69	3.39 1.61	4.08 1.50	3.54 .97	56 X SD	4.30 .92	5.40 1.00	2.95 1.23	3.32 1.20	3.55 1.00
37. Draft/review a training outline	49 X SD	4.44 1.02	5.71 1.09	2.53 1.42	3.56 1.46	3.68 1.12	57 X SD	4.42 .90	5.50 .67	4.17 1.12	3.67 1.23	4.00 .78	47 X SD	4.24 .75	6.06 .68	2.94 1.69	3.25 1.81	4.06 .83
38. Implement an on-the-job (OJT) training program	51 X SD	2.97 1.07	5.14 1.22	3.17 1.49	3.60 1.63	3.60 .98	48 X SD	3.80 1.14	5.30 .95	3.20 1.14	3.60 1.43	3.10 .88	39 X SD	3.57 1.51	5.79 .70	3.14 1.56	3.64 1.99	3.64 1.08

- 1 SG
Training (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	ON	SC
39. Incorporate multi-echelon collective training in training program (e.g., con-current training)	83 \bar{X} SD	4.65 1.04	5.53 1.20	3.37 1.29	4.14 1.58	3.81 1.19	76 \bar{X} SD	4.88 1.26	6.25 .93	4.06 1.39	4.88 1.50	4.31 .70	61 \bar{X} SD	4.23 1.02	5.23 1.27	3.55 1.60	3.82 1.68	3.73 1.03
40. Conduct training briefings	84 \bar{X} SD	4.47 1.05	5.60 1.14	2.60 1.24	3.41 1.66	3.77 1.20	76 \bar{X} SD	4.56 .89	5.56 1.15	3.06 1.39	3.69 1.70	3.81 .91	64 \bar{X} SD	4.22 1.00	5.39 .99	2.91 1.35	3.35 1.50	3.78 .90
41. Record results of training	35 \bar{X} SD	4.63 1.44	5.42 1.50	3.00 1.75	3.25 1.75	3.83 1.20	19 \bar{X} SD	5.25 .50	5.50 .58	3.75 2.06	4.25 2.06	4.00 .82	17 \bar{X} SD	4.33 .82	5.17 .98	3.00 .89	3.67 .82	3.33 1.03

- 1 SG
Maintenance

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Inspect unit buildings & grounds	100 X SD	6.59 .50	5.90 1.05	2.25 1.37	2.74 1.50	3.84 1.12	100 X SD	6.52 .60	5.76 1.34	2.38 1.47	2.62 1.56	4.00 1.14	100 X SD	6.39 .55	5.94 1.07	2.06 1.09	2.33 1.22	3.83 1.11
2. Inspect organizational equipment (TASC, MRC, tents, field mess, etc.)	83 X SD	3.91 .97	5.63 1.11	2.70 1.51	3.18 1.74	3.70 .98	81 X SD	3.71 1.05	5.77 .56	2.88 1.32	3.29 1.63	4.00 .94	81 X SD	3.69 1.11	6.17 .89	3.17 1.47	3.66 1.74	4.55 .63
3. Inspect weapons	91 X SD	4.18 .83	5.84 1.05	2.46 1.47	2.89 1.47	3.95 .99	86 X SD	4.28 .96	6.06 .87	2.44 1.20	2.72 1.45	3.94 .94	83 X SD	3.90 1.09	5.70 1.15	2.40 1.04	2.65 1.17	4.00 1.00
4. Spot-check vehicles for preventive maintenance indicators	99 X SD	5.22 .86	5.94 1.11	2.01 1.33	3.43 1.47	4.06 1.09	90 X SD	5.68 .89	6.00 .82	3.00 1.20	3.42 1.58	4.32 .67	78 X SD	5.21 .88	6.07 .98	2.89 .99	3.18 1.36	4.29 1.18
5. Monitor vehicle safety program	74 X SD	4.55 1.25	5.53 1.21	2.55 1.17	2.92 1.31	3.78 1.22	71 X SD	4.73 1.39	5.07 1.67	2.93 1.58	3.33 1.59	3.60 .99	69 X SD	4.52 1.50	5.72 1.10	2.48 1.16	2.48 1.33	4.04 1.02
6. Recommend driver training program	67 X SD	3.96 1.10	5.41 1.36	2.30 1.35	2.54 1.56	3.33 1.14	48 X SD	4.10 1.37	5.40 .70	3.10 .99	3.30 .95	3.50 .97	61 X SD	4.23 .75	5.64 .95	3.05 1.81	3.32 1.91	3.77 .97
7. Spot-check vehicle trip tickets & dispatch records	68 X SD	4.64 1.24	5.28 1.53	2.36 1.39	2.70 1.49	3.62 1.17	62 X SD	5.23 .93	5.42 1.44	2.08 1.17	2.25 1.06	3.62 1.12	55 X SD	5.30 1.22	5.30 1.22	2.10 1.48	2.19 1.44	3.79 1.18
8. Review equipment readiness status	61 X SD	4.93 1.20	6.33 .75	2.60 1.43	3.07 1.58	4.34 .86	67 X SD	5.21 .98	6.14 .77	2.86 1.17	3.21 1.37	4.23 .93	58 X SD	4.67 .85	6.29 .85	3.19 1.91	3.38 1.75	4.52 .60
9. Inspect maintenance/pioneer tools	72 X SD	3.62 .95	4.88 1.52	2.12 1.22	2.51 1.29	3.20 1.07	52 X SD	3.73 .91	5.09 .94	2.18 1.47	2.82 1.47	3.50 .97	42 X SD	3.53 .52	5.73 .88	2.27 1.34	2.33 1.23	3.60 1.18

- 1 SG
Maintenance (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Supervise personnel performing preventive maintenance	74 X SD	4.86 1.04	5.78 1.10	2.77 1.60	3.14 1.79	3.80 1.15	71 X SD	5.00 1.00	5.33 1.35	2.53 1.30	2.87 1.46	3.67 1.11	44 X SD	5.19 .54	5.81 .83	3.13 1.41	3.18 1.55	3.75 1.13
11. Monitor driver awards program	46 X SD	3.50 .98	4.88 1.43	2.39 1.46	2.88 1.50	3.24 1.17	38 X SD	3.38 1.30	4.75 .89	2.75 1.17	3.13 1.46	2.88 1.46	31 X SD	3.27 .79	5.00 1.18	2.36 1.03	2.82 1.60	3.27 .91
12. Review operational readiness status of unit vehicles	91 X SD	5.19 .91	5.78 1.24	3.02 1.36	3.78 1.48	4.24 1.03	86 X SD	5.56 .78	6.28 1.07	3.39 1.20	4.39 1.50	4.50 .71	75 X SD	5.04 .90	5.89 1.16	3.04 1.32	3.56 1.67	4.11 1.16
13. Review maintenance SOP	52 X SD	2.97 1.03	5.42 1.27	3.06 1.59	3.50 1.54	3.67 1.04	62 X SD	3.39 1.19	5.39 1.04	2.69 1.18	3.08 1.26	3.83 .94	50 X SD	2.72 .83	5.67 1.03	3.17 1.47	3.33 1.57	3.78 1.11
14. Monitor vehicle dispatches	54 X SD	5.41 1.40	5.27 1.52	2.70 1.58	3.00 1.65	3.78 1.34	52 X SD	6.09 .83	4.91 1.87	2.09 1.14	2.36 1.12	4.18 .75	44 X SD	5.38 1.15	5.56 1.41	2.31 1.35	2.69 1.25	3.81 .98
15. Review unit Material Readiness Report (DA Form 240b)	54 X SD	4.62 1.11	5.84 1.01	2.65 1.30	3.08 1.59	3.84 1.07	43 X SD	4.67 .71	6.11 1.05	2.67 1.41	2.78 1.48	3.67 1.41	58 X SD	4.71 .96	5.95 .92	3.05 1.80	3.29 1.71	4.24 .89
16. Inspect equipment log books	55 X SD	4.13 1.10	5.05 1.36	2.63 1.38	2.95 1.41	3.70 1.18	52 X SD	4.18 1.25	5.36 .67	2.46 1.29	2.82 1.47	3.91 1.04	36 X SD	4.00 .91	5.62 .87	3.23 1.83	3.31 1.49	3.92 1.04
17. Establish maintenance priorities	58 X SD	5.03 1.14	5.85 1.29	2.58 1.53	3.18 1.82	4.00 1.09	38 X SD	5.63 .92	6.25 .46	3.38 1.30	4.00 1.60	4.38 .74	39 X SD	4.93 .92	6.14 .66	3.86 1.66	4.07 1.64	4.14 .86

- 1 SG
Security

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	DN	SC
1. Report security violations	70 X SD	3.63 1.47	5.98 1.23	2.19 1.33	2.54 1.62	4.09 1.10	67 X SD	3.07 1.49	6.14 .77	2.57 1.22	2.86 1.10	4.15 .69	64 X SD	3.00 1.45	6.30 1.02	2.26 1.54	2.48 1.59	4.48 .90
2. Supervise key control	97 X SD	6.43 .70	6.12 1.24	2.72 1.90	3.51 2.15	4.19 1.21	86 X SD	6.22 .97	6.35 .70	3.53 1.88	4.12 1.93	4.22 .88	83 X SD	6.27 .64	6.13 1.07	2.70 1.66	3.10 1.74	4.23 .90
3. Insure personally owned high dollar value items are registered by serial number	94 X SD	5.00 .98	5.69 1.37	2.75 1.71	3.34 1.78	3.82 1.16	86 X SD	5.11 1.08	5.47 1.01	2.71 1.21	3.18 1.43	3.56 1.15	92 X SD	4.46 1.06	5.85 1.00	2.97 1.51	3.61 1.94	4.00 1.02
4. Insure that privately owned weapons are secured in accordance with local directives	84 X SD	3.98 1.21	5.55 1.52	2.45 1.48	2.69 1.57	3.93 1.25	62 X SD	3.85 1.46	5.39 1.45	2.31 1.32	2.46 1.33	3.62 .96	61 X SD	3.68 1.36	5.73 1.55	2.50 1.26	2.87 1.46	3.96 1.21
5. Safeguard "For Official Use Only" material	67 X SD	5.30 1.44	5.94 1.48	2.24 1.42	2.50 1.44	4.35 1.22	76 X SD	5.31 1.35	5.81 .98	2.13 1.09	2.13 1.09	3.69 1.08	78 X SD	4.79 1.23	5.96 1.00	1.89 .99	2.07 1.09	4.07 .86
6. Conduct physical security inspection	80 X SD	4.78 1.20	5.82 .93	2.56 1.53	3.00 1.60	4.02 .94	62 X SD	4.46 1.61	5.54 .78	2.39 .96	2.75 1.29	3.85 1.07	83 X SD	4.83 1.23	5.90 1.09	2.33 1.12	2.52 1.24	4.20 .93
7. Determine unit physical security requirements	64 X SD	4.66 1.31	5.82 1.06	2.89 1.51	3.71 1.75	4.11 1.06	62 X SD	3.85 1.28	5.54 .88	3.23 1.24	3.85 1.68	4.08 .95	56 X SD	4.00 1.41	5.95 .99	3.00 1.52	3.32 1.73	4.29 .78
8. Maintain a safe or cabinet security record (NA Form 672)	67 X SD	5.98 1.04	5.20 2.00	1.91 1.24	2.26 1.31	3.74 1.39	52 X SD	6.18 .60	5.73 1.01	1.55 .93	1.73 1.10	4.18 1.08	69 X SD	6.20 .58	5.72 1.37	1.68 .85	1.92 1.00	4.04 1.17

- 1 SG
Security (cont.)

		Combat Arms				Combat Support				Combat Service Support			
		% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	ON	SC
9. Review security access roster	71	X SD	3.69 1.07	5.76 1.41	2.10 1.33	2.54 1.63	4.04 1.12	52 SD	4.09 .94	5.91 .70	2.55 1.04	2.82 .75	4.10 .88
10. Conduct arms room inspection	91	X SD	4.62 1.13	6.06 1.11	2.30 1.28	2.98 1.57	4.31 1.10	76 SD	4.44 1.09	6.69 .60	2.56 1.26	3.50 1.71	4.50 .82
11. Check security of serial numbered items	84	X SD	4.40 1.12	5.78 1.30	2.50 1.42	2.93 1.68	4.03 1.14	76 SD	5.06 1.53	5.81 1.17	2.27 1.16	2.73 1.22	4.19 .75
12. Recommend suspension/revocation of security clearances	51	X SD	2.83 1.07	5.71 1.36	2.43 1.61	3.03 1.69	3.74 1.09	57 SD	3.08 1.08	5.67 1.16	3.08 1.17	3.50 1.62	4.08 .67
13. Supervise unit armorer	78	X SD	5.46 1.09	6.09 .83	2.11 1.48	2.82 1.68	4.13 .97	57 SD	5.17 1.19	6.08 .67	2.58 1.31	2.75 1.29	4.00 .74
14. Collect/report information of potential intelligence value	54	X SD	3.49 1.59	6.00 1.33	2.68 1.68	3.22 1.84	4.14 1.21	38 SD	4.38 1.77	6.38 .74	3.00 1.41	3.50 .93	4.29 .76
15. Conduct unit physical security	70	X SD	4.08 1.41	5.69 1.27	2.60 1.43	3.29 1.62	3.90 1.06	52 SD	4.36 1.78	5.91 .94	2.91 1.30	3.36 1.86	4.27 1.01
16. Implement/enforce unit communications security procedures	59	X SD	4.24 1.59	5.73 1.29	2.95 1.70	3.54 1.80	3.88 1.12	48 SD	4.70 .95	5.90 .88	3.30 1.83	3.90 1.60	4.10 .74

- 1 SG
Security (cont.)

	Combat Arms							Combat Support							Combat Service Support						
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
17. Conduct security briefings	54	X	3.92	5.68	2.35	2.73	3.97	38	X	3.25	5.25	2.75	2.88	3.38	44	X	3.44	5.69	3.13	3.38	4.06
	SD	1.52	1.40	1.38	1.52	1.14	SD	.71	1.28	1.28	1.28	1.13	.92	SD	1.32	1.20	1.41	1.75	1.00		
18. Prepare DA Form 727, Classified Container Information	38	X	3.08	4.96	1.89	2.27	3.65	33	X	2.86	5.57	1.86	2.00	3.86	28	X	2.50	5.00	2.00	2.18	3.30
	SD	1.41	1.95	.91	1.28	1.38	SD	1.57	1.13	1.57	1.53	.69	SD	.85	1.63	1.16	1.08	1.16			
19. Encode/decode messages	38	X	3.27	5.82	2.59	3.48	4.19	38	X	3.50	5.75	2.25	2.63	3.75	22	X	3.13	5.63	2.88	3.50	4.38
	SD	.96	1.27	1.50	1.85	.98	SD	1.31	1.39	1.17	.92	1.04	SD	.64	2.07	1.64	1.60	.92			
20. Inventory ammunition	29	X	3.25	5.52	2.62	3.10	3.90	14	X	4.00	6.67	2.33	2.33	4.50	25	X	3.89	6.22	2.56	2.78	4.50
	SD	1.12	1.25	1.43	1.41	.79	SD	0.00	.58	2.31	2.31	2.31	.71	SD	1.05	.97	1.67	1.48	.97		
21. Develop/supervise unit safety program	72	X	4.38	5.66	2.60	2.90	3.72	52	X	4.46	5.36	3.27	3.46	3.55	44	X	4.19	5.88	3.06	3.25	3.94
	SD	1.37	1.10	1.33	1.37	1.13	SD	1.81	1.03	1.56	1.64	.69	SD	1.38	.96	1.48	1.69	1.06			

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Establish & operate/ supervise establishment & operation of field mess	67 X SD	3.30 .89	6.24 .92	3.20 1.67	4.17 1.81	4.28 1.03	29 X SD	2.67 .82	5.67 1.03	3.83 1.60	4.50 1.64	3.67 1.21	31 X SD	2.82 .75	6.18 .75	3.91 1.97	4.36 2.01	4.46 .69
2. Supervise establishment & operations of a unit motor pool	49 X SD	5.09 1.16	5.77 1.02	2.91 1.69	3.85 1.81	3.85 1.18	33 X SD	5.57 1.27	6.14 1.22	3.86 1.95	4.57 1.99	4.57 .79	19 X SD	5.00 1.29	5.86 .69	4.29 .76	4.86 .90	3.86 .90
3. Evaluate/supervise evacu- ation of sick & injured to aid station	62 X SD	4.33 1.69	5.95 .95	2.30 1.41	2.65 1.51	4.32 .96	48 X SD	4.00 1.56	5.90 1.10	2.80 1.23	3.10 1.29	4.22 .83	47 X SD	3.53 1.46	6.53 .62	2.47 1.51	2.88 1.45	4.59 .87
4. Conduct tactical road march	67 X SD	3.11 .95	5.61 1.11	2.50 1.49	3.00 1.71	3.83 1.02	43 X SD	3.11 .78	5.44 .53	3.00 1.41	3.22 1.48	4.00 .76	28 X SD	2.80 .79	5.40 1.51	3.20 1.40	3.70 1.64	3.80 1.23
5. Establish a tactical bivouac	78 X SD	2.87 .75	5.83 .91	2.91 1.69	3.63 1.93	3.91 1.03	57 X SD	3.17 .72	5.83 .84	3.00 1.41	3.75 1.42	3.75 .97	44 X SD	2.44 .63	5.75 1.39	3.81 1.60	4.50 1.71	4.27 .88
6. Employ/supervise employ- ment of camouflage techniques	83 X SD	3.09 .79	5.35 1.32	2.49 1.43	3.04 1.57	3.66 .98	67 X SD	3.29 .47	5.07 1.07	2.79 1.25	3.21 1.58	3.36 1.08	56 X SD	3.00 1.08	5.80 1.06	3.00 1.62	3.40 1.90	4.10 .85
7. Conduct rear area protec- tion operations	43 X SD	3.57 1.38	5.83 .95	2.93 1.74	3.77 1.87	4.16 .97	38 X SD	3.00 1.07	5.50 .76	2.75 1.67	2.88 1.55	3.86 .69	39 X SD	3.07 .92	6.21 .80	3.07 1.39	3.29 1.54	4.36 .75
8. Conduct civil disturbance operation	36 X SD	2.84 .94	4.44 1.69	3.16 .99	3.72 1.40	3.20 1.19	29 X SD	3.50 2.07	5.17 .98	3.33 1.03	3.17 1.17	4.00 .63	17 X SD	2.50 1.23	5.00 1.55	3.33 1.37	3.17 1.47	3.67 1.03

- 1 SG
ARTEP (cont.)

	% Who Perform	Combat Arms				Combat Support				Combat Service Support								
		F	I	D	ON	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	ON	SC
9. Disseminate intelligence to subordinates & support elements	54 SD	3.65 1.32	5.64 1.42	2.75 1.61	3.22 1.66	4.03 1.09	48 SD	4.00 1.33	5.80 .79	2.80 1.14	3.20 .92	4.20 .63	22 SD	3.88 2.10	5.50 .93	3.25 1.17	3.44 1.13	3.88 1.13
10. Conduct radio communications	77 SD	3.59 .84	4.70 1.15	1.74 .96	2.11 1.24	3.32 1.16	71 SD	4.20 1.27	5.20 1.27	1.93 1.28	2.27 1.34	3.27 1.10	47 SD	3.59 1.28	5.18 1.70	2.82 1.51	3.06 1.30	3.65 1.32
11. Execute loading IAW movement plan	65 SD	3.42 .84	5.40 1.18	3.42 1.67	3.87 1.78	3.64 1.21	62 SD	3.62 .77	5.33 1.23	2.92 1.08	3.67 1.50	3.54 .88	42 SD	3.80 .68	6.00 1.07	3.53 1.46	3.93 1.39	4.07 1.03
12. Establish observation posts	43 SD	2.80 .81	5.80 1.13	2.77 1.70	3.10 1.88	3.90 .96	33 SD	3.14 .90	5.00 1.92	2.71 .95	3.00 1.10	3.29 1.38	14 SD	2.60 .89	6.20 1.30	3.80 1.92	3.80 1.92	4.60 .55
13. Occupy & secure company CP	81 SD	3.09 .88	5.84 1.17	2.55 1.50	3.48 1.68	4.02 .88	71 SD	3.13 .83	5.47 .83	2.93 1.03	3.60 1.24	3.53 .83	67 SD	2.83 1.24	5.88 1.12	3.08 1.64	3.42 1.89	4.20 .87
14. Operate in a EW environment	45 SD	2.74 1.32	5.45 1.36	3.71 1.62	4.42 2.00	3.84 1.05	38 SD	4.50 1.77	6.13 .99	4.00 1.31	4.25 1.67	4.63 .74	17 SD	5.33 1.97	5.67 1.03	3.50 1.76	4.00 1.41	3.83 .75
15. Implement/supervise unit defensive posture	65 SD	3.38 .89	5.89 1.01	2.76 1.63	3.44 1.90	3.89 1.01	48 SD	3.70 1.34	5.60 .70	3.10 1.29	3.70 1.16	4.11 .78	39 SD	2.93 1.00	6.21 .70	3.36 2.02	3.57 2.07	4.36 .75
16. Develop & implement plan for medical support	46 SD	3.47 1.32	5.53 1.02	2.66 1.29	3.16 1.48	4.06 .98	29 SD	3.67 1.63	5.33 .82	2.68 1.03	2.83 .75	3.50 1.23	19 SD	3.43 1.90	5.00 1.41	2.75 1.04	3.13 .99	3.57 1.13
17. Distribute weather data	26 SD	3.83 1.54	4.11 1.94	1.61 .85	1.61 .85	3.11 1.53	19 SD	4.00 1.41	3.50 2.08	1.50 .58	1.75 .96	2.00 1.16	22 SD	3.50 1.31	3.75 1.98	1.88 .99	1.88 .99	2.88 .99
18. Prepare operations estimate	12 SD	3.50 1.69	6.00 1.41	3.13 1.13	4.00 1.60	4.22 1.09	24 SD	4.00 1.00	5.40 .89	3.20 1.48	3.40 1.14	3.60 1.14	03 SD	2.00 -	6.00 -	4.00 -	5.00 -	3.00 -

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
19. Provide/supervise provision of PLL to elements at worksite	28 X SD	3.53 1.07	5.21 1.62	2.84 1.39	3.68 1.57	3.26 1.24	10 X SD	4.00 1.41	5.50 .71	4.00 0.00	4.50 .71	3.33 1.16	06 X SD	3.50 .71	4.50 .71	3.00 0.00	3.50 .71	3.50
20. Supervise response to air/ground attack	64 X SD	2.89 .99	5.80 1.25	2.68 1.36	3.02 1.47	3.82 1.08	33 X SD	2.43 .79	5.57 .54	2.71 .95	3.57 1.40	4.00 1.16	25 X SD	2.56 .73	5.89 .93	3.00 1.73	3.22 1.86	4.44 .88
21. Insure communications sites are adequately organized for defense	14 X SD	2.80 .92	6.10 1.52	2.50 1.35	2.70 1.49	4.00 1.25	38 X SD	3.38 .74	5.88 1.13	3.13 1.64	3.88 1.55	3.88 1.36	06 X SD	3.50 .71	7.00 0.00	3.00 0.00	3.50 .71	4.50 .71
22. Counter against/report jamming	20 X SD	2.21 .58	5.00 1.84	2.79 1.93	3.21 2.23	3.86 .95	29 X SD	3.17 1.17	5.33 1.03	2.83 1.60	3.67 1.21	3.67 1.21	06 X SD	3.00 1.41	6.00 1.41	4.00 1.41	4.00 1.41	5.00 0.00
23. Provide/insure laundry exchange	75 X SD	4.71 .89	5.02 1.80	1.93 1.19	2.30 1.35	3.67 1.15	67 X SD	4.86 .36	5.00 1.77	1.80 .94	2.20 1.08	3.57 1.22	58 X SD	5.00 .45	5.38 1.60	2.14 1.28	2.14 1.25	3.52 1.25
24. Process personnel replacement	68 X SD	4.23 .79	5.85 1.27	2.26 1.28	2.77 1.34	3.81 1.17	43 X SD	4.22 .67	5.11 .78	2.22 .97	2.67 1.41	2.89 .78	50 X SD	4.44 1.10	6.28 .75	2.22 1.31	2.33 1.33	4.50 .79
25. Perform command & liaison visits	28 X SD	4.42 1.54	5.21 1.58	2.21 1.44	2.79 1.72	3.65 1.14	38 X SD	3.63 .92	5.38 .74	2.88 1.46	3.13 1.25	3.29 .76	36 X SD	4.46 .97	5.46 1.27	2.69 1.60	3.08 1.71	3.62 .96
26. Organize for combat operations	71 X SD	3.86 1.23	6.31 .80	3.29 1.71	4.10 1.92	4.49 .68	52 X SD	3.91 1.64	6.09 .83	3.91 1.97	4.64 1.57	4.09 1.14	36 X SD	3.31 1.18	6.08 .76	4.85 1.82	5.33 1.50	4.31 .75
27. Conduct withdrawals	35 X SD	2.75 1.03	5.13 1.49	3.52 1.34	4.04 1.55	3.54 1.06	10 X SD	3.50 .71	3.67 .31	2.33 2.31	2.67 2.08	3.50 .71	14 X SD	3.00 1.41	4.60 1.67	3.00 1.87	3.40 1.67	2.80 .45

- 1 SG
ARTEP (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
28. Implement & monitor Personnel Reliability Program (PRP)	17 X SD	4.47 1.33	5.59 1.50	2.71 1.49	3.24 1.72	3.94 1.20	14 X SD	5.00 2.00	6.00 1.00	2.00 1.73	2.33 1.53	3.00 1.73	06 X SD	6.00 0.00	6.00 0.00	3.00 2.83	4.00 1.41	4.50 .71
29. Train & certify personnel for IHC weapons logistical movement	17 X SD	3.59 1.23	5.65 1.46	3.18 1.07	3.65 1.37	3.94 1.25	19 X SD	4.25 1.71	5.50 1.29	3.50 2.65	3.50 2.65	3.33 1.53	14 X SD	4.00 .71	6.00 1.23	4.60 1.52	5.00 1.58	4.40 .89
30. Develop/establish perimeter defense	53 X SD	3.02 .87	6.17 .88	2.71 1.63	3.40 1.94	4.08 .93	52 X SD	2.91 .83	5.73 .47	2.36 1.03	2.82 1.08	3.60 .84	44 X SD	2.81 .83	6.18 .81	3.24 1.52	3.94 1.78	4.47 .62
31. Monitor energy conservation program	64 X SD	5.70 1.26	5.23 1.42	2.50 1.66	2.78 1.71	3.45 1.13	71 X SD	5.27 1.58	4.87 1.06	2.33 .82	2.60 .74	3.20 1.08	78 X SD	5.43 1.45	5.18 1.52	2.18 1.25	2.26 1.26	3.64 1.25
32. Attend courts-martial boards	38 X SD	2.13 .34	4.31 2.05	2.49 1.70	2.80 1.78	2.92 1.44	62 X SD	2.15 .38	4.92 1.66	2.15 1.68	2.39 1.71	3.08 1.61	44 X SD	2.06 .25	4.75 1.39	2.75 1.13	2.82 1.24	3.29 .77

Platoon Sergeants

General Unit Administration	Combat Areas					Combat Support					Combat Service Support							
	Who Perform a	F	I	D	DN	SC	Who Perform b	F	I	D	DN	SC	Who Perform c	F	I	D	DN	SC
1. Check to insure suspenses are met within the platoon	98 X SD	6.20 .86	6.12 .84	3.30 1.44	4.01 1.63	4.31 .72	100 X SD	5.83 1.14	1.11	3.00 1.58	3.60 1.57	4.07 .96	95 X SD	5.88 1.04	5.67 1.32	3.14 1.62	3.43 1.84	4.14 1.16
2. Monitor bulletin board	93 X SD	6.67 .50	6.05 1.01	1.85 .96	1.99 1.08	4.07 1.06	98 X SD	6.46 .64	5.62 1.52	1.67 1.13	1.84 1.22	3.64 .96	89 X SD	6.46 .64	5.62 1.39	1.68 .99	1.95 1.34	3.82 1.41
3. Receive and route correspondence	60 X SD	5.40 1.55	5.46 1.33	2.44 1.25	2.86 1.41	3.50 1.18	65 X SD	5.58 1.21	5.12 1.34	2.19 .94	2.50 .99	3.23 1.03	61 X	5.89 1.37	5.89 .79	2.75 1.38	2.89 1.60	3.79 1.13
4. Analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	61 X SD	5.24 1.44	5.84 .99	2.53 1.21	3.24 1.53	4.02 .99	73 X SD	5.10 1.18	6.00 .85	2.38 .15	2.83 1.44	4.21 .77	52 X SD	5.91 1.16	6.00 .74	3.26 1.32	3.70 1.43	3.87 .87
5. Conduct personnel asset inventory with commander & ISG	57 X SD	3.17 1.01	5.21 1.29	2.38 1.10	2.85 1.22	3.60 1.13	65 X SD	3.54 .99	4.96 1.37	2.31 1.41	2.58 1.47	3.35 1.09	43 X SD	3.37 1.12	5.63 1.01	2.63 1.30	3.11 1.88	3.94 .94
6. Prepare/maintain platoon alert roster	71 X SD	4.03 1.08	6.23 .87	2.71 1.19	3.02 1.27	4.63 .64	85 X SD	3.82 .90	5.77 1.39	2.35 1.20	2.91 1.51	4.52 .62	77 X SD	4.06 1.18	6.27 1.02	2.56 1.52	2.88 1.68	4.47 .96
7. Draft correspondence (letters, DP's, Memos, etc.)	43 X SD	4.44 1.52	4.97 1.23	2.41 1.26	3.00 1.70	3.39 1.18	73 X SD	4.72 1.39	5.21 1.18	2.83 1.14	3.28 1.39	3.21 1.08	50 X SD	5.59 1.53	5.96 .93	3.26 1.71	3.70 1.74	3.78 1.00
8. Draft changes & corrections; post changes & corrections for platoon SOP--input to ISG	58 X SD	3.60 1.11	5.48 1.05	2.83 1.40	3.40 1.53	3.54 .97	60 X SD	2.96 .96	5.21 .98	2.33 1.05	2.96 1.52	3.21 .88	41 X SD	3.61 1.50	5.47 1.07	3.05 1.39	3.32 1.60	3.42 .90

a_n = 83
 b_n = 40
 c_n = 44

- PSG
General Unit Administration (cont.)

	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
9. Prepare & maintain status boards & charts	73 \bar{X} SD 1.38	5.90 1.38	5.89 1.23	2.38 1.14	2.87 1.47	3.74 1.14	85 \bar{X} SD 1.05	5.50 1.05	5.71 1.24	2.50 1.14	3.03 1.47	3.50 1.05	77 \bar{X} SD .70	6.00 1.07	5.79 1.07	2.35 1.15	2.59 1.18	3.91 1.26
10. Consolidate/prepare recurring reports--input to ISG	87 \bar{X} SD 1.18	5.89 1.18	5.65 1.17	2.79 1.42	3.81 1.68	3.88 1.03	85 \bar{X} SD .95	5.32 1.35	5.24 1.45	2.71 1.45	3.27 1.71	3.85 1.05	72 \bar{X} SD 1.11	5.75 1.26	5.31 1.26	2.81 1.09	3.31 1.45	3.44 1.13
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	34 \bar{X} SD 1.64	3.96 1.64	4.93 1.39	2.54 1.11	3.25 1.40	3.50 1.00	58 \bar{X} SD 1.62	4.61 1.54	5.26 1.16	2.48 1.16	3.23 1.38	3.13 1.14	48 \bar{X} SD 1.79	5.10 1.09	5.91 1.09	3.24 1.58	3.67 1.68	3.91 1.94
12. Develop inspection check-list	65 \bar{X} SD 1.59	4.24 1.59	5.43 1.33	2.57 1.21	3.17 1.37	3.70 1.11	58 \bar{X} SD 1.15	3.17 1.15	5.09 1.24	2.26 1.24	2.70 1.22	3.42 1.22	43 \bar{X} SD 1.39	3.95 1.03	5.05 1.03	2.90 1.37	3.32 1.77	3.16 1.02
13. Use the functional files maintained at the unit	45 \bar{X} SD 1.42	4.92 1.42	5.05 1.37	2.30 1.08	2.84 1.37	3.22 1.16	53 \bar{X} SD 1.34	5.10 1.34	4.86 1.24	2.33 1.24	2.86 1.24	3.00 1.23	39 \bar{X} SD 1.70	4.82 1.56	4.77 1.56	2.53 1.18	2.82 1.43	3.00 1.24
14. Monitor fund drive collections in the platoon	34 \bar{X} SD .85	2.86 1.85	3.96 1.43	2.57 1.23	2.89 1.23	2.68 1.09	28 \bar{X} SD .81	2.64 1.36	4.36 1.36	1.73 1.79	1.91 1.94	2.55 1.04	32 \bar{X} SD .76	2.43 1.81	3.79 1.81	2.43 1.28	2.71 1.68	2.43 1.94
15. Supervise preparation of daily staff journal	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
16. Maintain special activities calendar	70 \bar{X} SD 1.15	5.60 1.15	5.78 1.15	2.35 1.15	2.72 1.21	3.63 1.22	63 \bar{X} SD 1.19	5.00 1.19	5.32 1.18	2.44 1.39	2.84 1.55	3.28 1.02	57 \bar{X} SD 1.04	5.56 1.20	5.17 1.20	2.92 1.18	3.13 1.51	3.40 1.38
17. Supervise log of incoming/outgoing correspondence to PAC	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

- PSG
General Unit Administration (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
18. Monitor suggestion program for platoon	58 \bar{X} SD	4.85 1.17	5.58 1.05	2.27 1.07	2.58 1.16	3.31 1.15	33 \bar{X} SD	3.15 1.28	4.85 1.57	1.85 1.28	2.15 1.41	2.92 1.12	43 \bar{X} SD	4.26 1.28	5.68 1.00	2.74 1.45	3.26 1.73	3.26 1.05
19. Supervise requisition/maintenance of publications & blank forms for platoon	63 \bar{X} SD	4.31 1.35	5.48 .98	2.79 1.21	3.29 1.32	3.37 1.14	65 \bar{X} SD	3.77 1.11	5.39 .94	2.62 .94	2.96 .92	3.52 .92	52 \bar{X} SD	4.00 1.04	5.57 .84	2.78 1.17	2.87 1.25	3.52 1.08
20. Maintain (limited) military publication library	60 \bar{X} SD	4.84 1.43	5.72 1.01	2.20 1.31	2.64 1.51	3.31 1.19	65 \bar{X} SD	4.15 1.49	5.27 1.31	2.42 1.27	2.77 1.45	3.27 1.12	57 \bar{X} SD	5.48 1.05	5.72 1.17	2.72 1.34	3.12 1.72	3.56 1.29
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	Not Applicable						Not Applicable						Not Applicable					
22. Prepare & maintain reading files	48 \bar{X} SD	4.48 1.41	4.93 1.29	3.03 1.39	3.35 1.37	3.13 1.14	48 \bar{X} SD	4.42 1.35	4.79 .86	3.00 1.29	3.32 1.46	3.00 .88	50 \bar{X} SD	4.86 1.70	5.27 1.32	2.96 1.53	3.27 1.78	3.00 1.20
23. Provide input to unit historical report	11 \bar{X} SD	4.00 1.58	4.90 1.66	2.10 .88	2.30 .95	3.40 1.08	13 \bar{X} SD	2.80 1.10	4.00 2.24	1.40 .89	2.80 2.05	2.00 .71	18 \bar{X} SD	3.25 1.75	5.33 1.23	2.63 1.19	3.13 1.13	3.38 1.19
24. Monitor maintenance of duty roster maintained at PAC	Incorporated into Task #3.						Incorporated into Task #3.						Incorporated into Task #3.					
25. Supervise maintenance of leave control log	Not Applicable						Not Applicable						Not Applicable					
26. Supervise unit mailroom operations	Not Applicable						Not Applicable						Not Applicable					

- PSG
General Unit Administration (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
27. Supervise the preparation & maintenance of SIDPERS transactions, records & reports	Not Applicable						Not Applicable						Not Applicable					
28. Control issue of DD Form 714, Meal Card	Not Applicable						Not Applicable						Not Applicable					
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for Publications & Blank Forms)	Incorporated into Task #38						Incorporated into Task #38.						Incorporated into Task #38					
30. Prepare After-Action Reports	52 \bar{X} 3.35 5.14 3.21 3.93 3.51 SD 1.25 1.28 1.36 1.71 1.06						60 \bar{X} 3.38 5.32 2.76 3.21 3.54 SD .92 1.03 1.20 1.44 .98						30 \bar{X} 3.00 5.57 2.85 3.31 4.14 SD 1.00 1.09 1.35 1.70 .95					
31. Draft messages	25 \bar{X} 4.38 5.00 2.30 2.95 3.45 SD 1.69 1.08 1.34 1.82 1.18						35 \bar{X} 4.07 5.79 2.07 2.57 3.93 SD 1.64 1.05 1.07 1.70 1.00						32 \bar{X} 5.43 5.33 2.87 2.87 3.53 SD 1.16 .82 1.19 1.19 .99					

- PSG
Administration - Personnel

	Combat Arms										Combat Support										Combat Service Support									
	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC						
1. Recommend approval/dis-approval of leave & pass request to ISG	98 X SD	4.67 1.16	5.68 1.09	2.43 1.25	2.68 1.35	3.75 1.02	98 X SD	4.28 .92	4.39 1.36	1.95 1.05	2.21 1.26	3.49 1.17	98 X SD	4.63 1.07	5.63 1.18	2.47 1.59	2.56 1.68	3.80 1.04												
2. Monitor unit duty roster for platoon members	72 X SD	5.50 1.28	5.48 1.30	1.85 1.02	2.38 1.35	3.42 1.18	93 X SD	5.43 1.12	5.32 1.23	2.11 1.37	2.38 1.59	3.38 1.04	77 X SD	5.82 1.00	5.62 .95	2.06 1.13	2.18 1.27	3.56 1.08												
3. Update platoon promotion eligibility roster	84 X SD	4.13 .66	6.00 .89	2.63 1.27	2.94 1.35	4.07 .97	78 X SD	3.94 .51	5.61 .99	2.39 1.05	2.77 1.26	3.74 1.09	68 X SD	3.83 .70	5.60 1.25	2.63 1.13	2.90 1.61	4.01 .89												
4. Supervise Charge of Quarters (CQ)	Not Applicable										Not Applicable										Not Applicable									
5. Answer/refer inquiries concerning personnel actions for platoon members	92 X SD	5.24 1.25	5.68 1.01	2.71 1.27	3.26 1.43	3.72 .99	78 X SD	4.97 1.14	5.74 1.15	2.45 1.09	2.94 1.37	3.71 1.22	70 X SD	5.19 1.45	5.63 1.31	2.71 1.35	3.07 1.61	3.77 1.26												
6. Prepare & maintain counseling records	99 X SD	4.76 1.11	5.67 1.15	2.68 1.27	3.48 1.50	3.77 1.10	98 X SD	4.67 1.03	5.54 .94	2.44 1.14	3.33 1.51	3.62 1.04	95 X SD	4.36 1.21	5.14 1.39	2.55 1.23	2.88 1.35	3.50 1.27												
7. Review & correct unit Personnel Information Roster as per ains to platoon members	72 X SD	4.82 1.31	5.75 1.08	2.35 1.13	2.60 1.28	3.78 1.02	73 X SD	4.07 1.13	5.35 1.37	2.38 1.15	2.76 1.38	3.55 .91	66 X SD	4.24 1.33	5.55 1.12	2.62 1.29	2.76 1.46	3.79 .90												
8. Answer/refer pay inquiries from platoon members	90 X SD	4.15 .51	6.00 .97	2.52 1.18	3.08 1.36	4.01 1.01	85 X SD	4.06 .81	5.88 1.07	2.74 1.29	3.12 1.43	3.79 1.04	75 X SD	3.85 .62	5.59 1.26	2.82 1.57	2.94 1.63	3.77 1.13												
9. Guide/supervise the administrative inprocessing/out-processing of platoon members	78 X SD	3.92 1.27	5.79 1.10	2.68 1.29	2.97 1.43	3.81 1.15	75 X SD	3.70 1.15	5.27 1.39	1.93 1.11	2.17 1.21	3.30 1.32	68 X SD	3.30 .88	5.65 .99	2.81 1.35	3.00 1.63	3.87 1.02												

- PSG
Administration - Personnel (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Report AWOL soldiers	71 \bar{X} SD	3.41 1.72	6.00 1.27	1.85 .94	2.02 1.08	4.36 .96	55 \bar{X} SD	2.73 1.42	6.09 1.28	1.64 .90	1.73 1.03	4.00 .93	54 \bar{X} SD	3.96 1.65	5.96 1.08	2.27 1.00	2.39 1.20	4.23 .86
11. Control platoon personnel visiting PAC	80 \bar{X} SD	5.68 .96	5.03 1.61	2.61 1.52	3.06 1.68	3.32 1.14	75 \bar{X} SD	5.40 1.10	4.58 1.65	2.90 1.92	3.33 1.97	3.10 1.19	75 \bar{X} SD	5.21 .99	5.27 1.13	2.64 1.64	2.79 1.95	3.10 1.40
12. Screen Leave and Earnings Statement (LES) for potential pay problems	77 \bar{X} SD	3.89 .32	5.77 1.18	2.17 1.09	2.69 1.40	3.78 1.13	70 \bar{X} SD	3.96 .19	5.71 1.21	2.32 1.09	2.50 1.23	3.54 1.14	64 \bar{X} SD	3.96 .19	5.29 1.63	2.43 1.17	2.54 1.53	3.61 1.23
13. Prepare/update daily platoon personnel status report-input to 1SG	95 \bar{X} SD	6.41 .57	6.14 .84	2.42 1.46	2.77 1.59	4.23 .93	88 \bar{X} SD	6.23 .65	5.54 1.77	2.17 1.49	2.49 1.56	3.63 1.40	91 \bar{X} SD	6.20 .52	5.83 1.11	2.23 1.10	2.35 1.37	4.13 1.20
14. Prepare sick slips (DA Form 689)	57 \bar{X} SD	5.60 .88	5.06 1.50	1.85 .91	1.96 .96	3.10 1.43	30 \bar{X} SD	5.50 .91	4.33 1.88	1.50 .80	1.67 .89	3.25 1.06	16 \bar{X} SD	4.29 1.70	4.86 2.12	1.57 .98	1.57 1.69	3.63 1.69
15. Initiate requests for orders	24 \bar{X} SD	4.10 1.12	5.85 .81	2.45 .89	2.70 1.03	3.76 1.09	23 \bar{X} SD	3.33 1.32	5.11 1.05	2.22 1.20	2.56 1.42	3.11 1.05	27 \bar{X} SD	4.83 1.80	6.17 .72	3.17 1.64	3.25 1.66	4.25 .87
16. Report results of platoon inspections	90 \bar{X} SD	4.97 1.01	5.42 1.03	2.12 .92	2.30 .99	3.53 1.00	73 \bar{X} SD	4.66 .77	5.00 1.25	2.03 .98	2.28 1.16	3.45 1.21	86 \bar{X} SD	5.16 1.00	5.21 1.17	2.37 1.00	2.53 1.29	3.45 1.27
17. Supervise unit mail clerk/alternate mail clerk	Not applicable	Not Applicable																
18. Request flagging actions as pertain to platoon members	35 \bar{X} SD	2.72 1.07	5.83 1.14	2.62 1.40	3.10 1.54	3.55 1.33	23 \bar{X} SD	2.44 .73	5.33 1.00	2.44 1.24	3.11 1.54	3.89 .93	20 \bar{X} SD	2.78 .83	5.00 1.05	3.40 1.17	3.80 1.55	3.60 .97
19. Supervise unit clerk	Not applicable	Not Applicable																

- PSG
Administration - Personnel (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	Not Applicable						Not Applicable						Not Applicable					
21. Conduct meetings (briefings, discussions, seminars, etc.)	88 \bar{X} SD	5.16 1.25	5.85 .97	2.51 1.08	2.99 1.37	3.90 .92	85 \bar{X} SD	4.88 1.15	5.50 .90	2.15 1.13	2.82 1.47	3.51 1.07	66 \bar{X} SD	5.03 1.18	5.38 1.37	2.76 1.27	2.86 1.48	3.15 1.32
22. Attend meetings (staff, commander, council, etc.)	93 \bar{X} SD	5.70 1.13	5.64 1.34	2.56 1.49	2.92 1.60	3.78 1.05	98 \bar{X} SD	5.59 .97	4.97 1.42	2.26 1.31	2.55 1.61	3.28 1.08	95 \bar{X} SD	5.45 1.19	5.12 1.40	2.62 1.83	2.83 2.07	3.41 1.29
23. Attend promotion boards	53 \bar{X} SD	3.21 .73	5.77 1.14	2.50 1.13	2.82 1.37	3.93 1.04	58 \bar{X} SD	2.96 .93	5.13 1.55	1.96 .98	2.30 1.22	3.52 1.16	43 \bar{X} SD	2.79 .71	4.90 1.60	2.53 1.12	2.53 1.12	3.20 1.11

- PSG
Supply

	Combat Arms						Combat Support						Combat Service Support					
	Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Monitor/check effectiveness of troop mess facility (sanitation, food preparation, etc.) input to ISG	64 X SD	4.77 1.24	5.17 1.42	2.32 1.31	2.59 1.41	3.62 1.15	43 SD	4.18 1.33	4.83 1.43	2.00 1.09	1.94 1.06	3.59 .71	64 SD	4.71 1.33	5.14 1.41	1.79 1.07	1.96 1.11	3.82 1.28
2. Evaluate effectiveness of platoon supply (economy, accountability, etc.)	60 X SD	4.42 1.25	5.72 1.05	2.70 1.63	3.14 1.75	3.78 1.09	60 SD	4.29 1.30	5.38 1.41	2.04 1.00	2.46 1.22	3.88 .99	52 SD	4.70 1.55	5.70 .93	2.91 1.38	3.22 1.76	3.87 1.22
3. Arrange & coordinate for transportation of personnel & equipment	83 X SD	4.77 1.35	5.74 1.15	3.06 1.50	3.45 1.61	4.04 1.08	83 SD	4.36 1.03	5.64 1.03	2.52 1.28	2.94 1.52	3.79 .89	55 SD	5.04 1.23	5.67 1.01	3.58 1.61	3.92 1.93	1.63 .92
4. Monitor/coordinate resupply operations	54 X SD	3.76 1.33	5.96 1.15	2.67 1.23	3.42 1.44	4.07 1.01	48 SD	3.90 1.20	5.90 .94	2.63 1.42	3.32 1.67	4.21 .79	36 SD	5.13 1.41	5.75 1.00	3.19 1.22	3.69 1.74	3.81 .91
5. Determine supply requirements	76 X SD	4.86 1.11	5.67 1.01	2.78 1.27	3.39 1.44	3.64 1.15	93 SD	4.62 .89	5.51 1.07	2.84 1.44	3.43 1.71	3.70 .94	77 SD	5.12 1.34	5.44 1.28	2.65 1.32	3.00 1.65	3.55 1.06
6. Brief soldiers on the procedure they must follow regarding supply accountability	76 X SD	4.06 1.31	5.58 1.17	2.66 1.10	3.21 1.30	3.86 .98	80 SD	4.22 1.21	5.66 .90	2.63 1.50	3.13 1.64	3.53 .84	59 SD	4.50 1.42	5.74 1.10	2.77 1.24	3.00 1.52	3.96 1.15
7. Make recommendations regarding Reports of Survey	40 X SD	3.30 1.29	5.61 0.90	2.55 1.12	2.81 1.29	3.49 0.97	38 SD	3.00 1.20	5.07 1.39	2.40 1.18	2.87 1.25	3.33 1.11	32 SD	3.57 1.22	5.36 1.08	3.14 .95	3.57 1.70	3.57 1.09
8. Check fire extinguishers	94 X SD	4.49 1.15	5.33 1.44	1.96 1.10	2.27 1.29	3.74 1.15	78 SD	3.58 .92	4.32 1.42	1.77 .96	1.74 1.00	3.06 1.24	75 SD	4.33 .82	5.36 1.06	1.85 1.03	1.97 1.10	3.67 .91

- PSG
Supply (cont.)

	Combat Arms							Combat Support							Combat Service Support						
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
9. Control equipment usage	80 \bar{X} SD	5.94 .91	6.06 .91	2.74 1.31	3.39 1.59	4.06 1.05	75 \bar{X} SD	6.20 .81	6.20 .81	2.63 1.25	3.13 1.43	3.93 .98	80 \bar{X} SD	6.00 .84	6.20 .96	3.09 1.34	3.31 1.59	4.31 .87			
10. Conduct physical inventory of platoon organizational property	83 \bar{X} SD	3.75 .81	6.25 .83	2.54 1.29	2.97 1.60	4.09 1.00	95 \bar{X} SD	3.53 1.01	5.82 1.23	2.66 1.28	3.11 1.45	4.18 .80	86 \bar{X} SD	3.29 .96	5.40 1.18	2.82 1.09	3.05 1.45	3.90 1.06			
11. Recommend Statement of Charges (DA Form 362)	81 \bar{X} SD	3.37 1.06	5.28 1.23	2.37 1.17	2.81 1.44	3.90 .94	58 \bar{X} SD	2.96 .88	5.13 1.42	2.26 1.18	2.39 1.41	3.57 .99	64 \bar{X} SD	3.54 .96	5.07 1.22	2.43 1.14	2.68 1.61	3.45 1.12			
12. Conduct inventory of personal effects & military equipment (to include absences')	87 \bar{X} SD	3.88 1.15	5.76 1.02	2.37 1.12	2.72 1.19	4.13 .92	95 \bar{X} SD	3.68 1.09	5.37 1.20	2.50 1.27	2.84 1.42	3.82 1.11	86 \bar{X} SD	3.53 1.39	5.76 1.20	2.90 1.51	3.08 1.66	3.97 1.21			
13. Inspect basic loads	70 \bar{X} SD	3.74 1.15	6.05 1.08	2.64 1.17	2.93 1.36	4.21 .99	53 \bar{X} SD	3.67 .91	5.81 1.08	2.24 1.41	2.48 1.44	3.81 1.12	41 \bar{X} SD	3.11 1.28	5.94 1.06	2.67 1.37	3.12 1.93	3.83 .99			
14. Maintain hand receipts	70 \bar{X} SD	4.26 1.21	5.97 .90	2.93 1.28	3.64 1.50	4.29 .83	98 \bar{X} SD	4.51 1.39	5.82 1.30	2.77 1.50	3.47 1.90	4.13 1.03	82 \bar{X} SD	4.17 1.56	5.44 1.54	3.25 1.68	3.72 2.05	4.11 .95			
15. Monitor ration records & reports	Not Applicable						Not Applicable						Not Applicable					Not Applicable			

Garrison ^{PSG} Tasks

	Combat Arms						Combat Support						Combat Service Support					
	Who Permit	F	I	D	DN	SC	Who Permit	F	I	D	DN	SC	Who Permit	F	I	D	DN	SC
1. Enforce standards of military discipline, courtesy & dress	100 X SD	6.60 .66	6.51 .76	2.82 1.72	3.19 1.84	4.19 1.04	100 X SD	6.46 .60	6.00 1.32	1.98 1.21	2.20 1.31	3.93 1.31	95 X SD	6.52 .55	6.07 .97	2.64 1.54	2.79 1.63	4.10 1.10
2. Monitor platoon health & welfare	94 X SD	5.17 1.31	6.17 .87	2.47 1.41	2.83 1.67	4.21 .97	90 X SD	4.69 1.51	5.78 1.25	2.19 .98	2.43 .95	3.94 1.12	89 X SD	5.18 1.25	5.82 1.07	2.51 1.19	2.64 1.33	4.03 1.14
3. Determine projects & details for extra training of personnel	87 X SD	4.63 1.23	5.40 1.27	2.33 1.09	2.85 1.27	3.43 1.16	83 X SD	4.27 1.18	4.64 1.60	2.55 1.48	2.88 1.60	3.06 1.14	75 X SD	4.12 1.29	5.00 1.15	2.52 1.28	2.64 1.50	3.39 .83
4. Brief newly assigned personnel on platoon missions & policies	98 X SD	4.16 1.23	6.35 .78	2.19 1.09	2.90 1.32	4.22 .81	100 X SD	3.88 .97	6.05 .71	2.20 1.04	3.13 1.59	3.98 .80	95 X SD	3.76 1.12	6.00 1.15	2.00 .96	2.48 1.29	3.95 1.08
5. Recommend judicial (court-martial) & non-judicial (Art 15) action to ISG/commander	94 X SD	3.55 1.11	5.95 1.13	2.67 1.41	3.10 1.47	3.90 1.08	85 X SD	3.21 1.01	5.59 1.37	2.32 1.17	2.61 1.35	3.68 1.04	73 X SD	3.44 1.05	5.46 1.18	2.79 1.32	2.94 1.58	3.91
6. Visit personnel in hospital/confinement	77 X SD	3.23 1.25	6.06 .89	2.64 1.55	2.76 1.63	3.59 1.24	75 X SD	2.73 1.08	5.58 1.03	2.39 1.53	2.84 1.77	3.50 1.18	66 X SD	3.07 1.33	5.84 1.16	2.71 1.42	2.77 1.50	3.90 1.10
7. Recommend nonpunitive (letters of reprimand, admonishment, etc.) disciplinary measures to ISG	94 X SD	4.17 1.37	5.60 1.15	2.65 1.26	3.27 1.32	3.83 1.05	90 X SD	3.67 1.04	5.53 1.28	2.94 1.39	3.58 1.70	3.83 1.01	82 X SD	3.44 1.13	5.58 1.00	2.89 1.54	3.14 1.75	3.65 1.09
8. Protect the rights of an accused or suspected individual	77 X SD	3.28 1.40	6.08 .91	3.06 1.54	3.42 1.72	4.14 1.05	63 X SD	3.12 1.42	5.72 1.34	2.76 1.33	3.08 1.61	4.00 1.19	55 X SD	3.00 1.10	5.77 1.53	3.58 1.60	3.65 1.77	4.19 1.06

- PSG
Garrison Tasks (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Monitor relationships between unit officers & NCOs as pertains to the platoon	77 SD	5.77 .94	6.08 1.01	2.97 1.74	3.52 1.93	3.97 1.07	65 SD	5.73 .83	5.83 1.54	1.93 1.67	2.03 1.59	3.70 1.15	61 SD	5.70 .91	5.82 1.04	2.82 1.36	3.22 1.76	3.85 1.06
10. Explain local laws & regulations (e.g., Status of Forces Agreement, city status, off-limit establishments, etc.) to platoon personnel	87 SD	3.94 1.09	5.19 1.30	2.43 1.03	2.88 1.34	3.56 1.01	85 SD	3.77 1.37	5.21 1.45	2.29 1.06	2.79 1.43	3.41 1.21	82 SD	3.36 1.25	5.06 1.43	2.39 1.25	2.78 1.59	3.50 1.03
11. Inspect individual equipment for serviceability	95 SD	4.52 1.02	6.13 .87	2.56 1.33	2.86 1.40	4.19 .96	100 SD	4.00 1.30	5.80 1.29	2.18 1.08	2.35 1.12	3.85 .98	98 SD	4.02 1.08	5.74 1.00	2.95 1.53	3.12 1.74	3.88 1.05
12. Assist in development of junior officers	80 SD	5.76 1.39	6.29 .89	3.79 1.70	4.42 1.81	4.30 .89	78 SD	5.55 1.75	6.26 1.06	3.71 1.79	4.26 1.65	4.13 1.12	55 SD	5.25 1.65	5.63 1.17	3.54 1.53	3.88 1.80	3.75 .99
13. Recommend pretrial confinement to ISG	41 SD	2.56 1.21	5.09 1.73	2.79 1.43	3.03 1.45	4.06 1.01	20 SD	2.00 0.00	5.13 1.46	2.13 1.46	2.25 1.75	4.13 .84	25 SD	2.82 .98	4.83 1.75	3.58 1.93	3.75 2.14	3.67 1.30
14. Form & march platoon for drill & ceremonies	95 SD	5.18 1.39	5.34 1.32	2.10 1.08	2.60 1.32	3.32 1.11	83 SD	4.21 1.39	4.85 1.40	2.15 1.09	2.52 1.35	3.13 1.12	82 SD	4.78 1.46	4.81 1.39	2.31 1.09	2.50 1.34	2.95 1.37
15. Assist in planning/cordination of ceremonies	36 SD	3.10 1.40	4.43 1.14	2.37 1.00	2.63 1.22	3.20 1.16	28 SD	2.64 .92	4.64 1.29	1.91 .94	2.18 1.17	2.91 1.14	11 SD	2.40 .55	4.20 1.79	3.00 1.00	3.20 1.30	3.40 .89
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743E) on bulletin board	Not Applicable	Not Applicable																

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Garrison Tasks (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ	Not Applicable						Not Applicable						Not Applicable					
18. Train the guidon bearer	Not Applicable						Not Applicable						Not Applicable					
19. Plan/organize platoon recreation activities	73 \bar{X} SD	4.02 1.10	5.25 1.22	2.74 1.38	3.08 1.57	3.43 1.13	80 \bar{X} SD	3.53 1.14	4.69 1.18	2.25 1.27	2.59 1.48	2.66 1.10	55 \bar{X} SD	3.21 1.22	4.88 1.26	3.17 1.80	3.44 1.90	3.00 1.06
20. Research/familiarize self with Manual for Courts-Martial	61 \bar{X} SD	2.75 1.07	4.94 1.54	3.10 1.30	3.39 1.48	3.22 1.33	58 \bar{X} SD	2.74 1.05	5.17 1.47	2.44 1.12	2.96 1.49	3.13 1.10	41 \bar{X} SD	2.44 0.78	4.56 1.79	2.89 1.71	3.06 1.83	3.11 1.45
21. Monitor Unit Fund Council meetings & functions	20 \bar{X} SD	3.65 1.00	4.71 1.21	2.34 0.90	2.53 0.87	3.25 1.07	15 \bar{X} SD	3.17 0.98	5.17 1.17	2.17 0.98	2.50 0.84	2.67 1.03	07 \bar{X} SD	2.67 1.16	5.40 0.89	2.60 0.89	3.00 1.41	3.00 1.41
22. Assist commander to determine criteria for probable cause for search & seizure	61 \bar{X} SD	3.49 1.24	5.75 1.04	2.78 1.17	3.12 1.40	3.72 1.11	43 \bar{X} SD	2.77 0.97	5.18 1.43	2.41 1.18	3.06 1.25	3.71 0.77	45 \bar{X} SD	3.35 1.35	5.62 1.24	3.00 1.45	3.14 1.56	3.95 0.97
23. Monitor the preparation of sworn/unsigned statements	48 \bar{X} SD	3.70 1.34	5.43 1.22	2.55 1.32	3.08 1.39	3.88 0.99	50 \bar{X} SD	3.60 1.54	5.75 0.79	2.30 0.92	2.50 1.10	3.70 0.87	20 \bar{X} SD	3.33 1.12	4.55 1.57	3.09 1.04	3.46 1.37	3.27 1.19
24. Brief soldiers on civilian-military relations	81 \bar{X} SD	3.81 1.29	5.02 1.19	2.30 1.12	2.81 1.29	3.34 1.14	73 \bar{X} SD	3.38 1.12	4.62 1.32	2.10 0.94	2.55 1.27	3.24 0.99	66 \bar{X} SD	3.62 1.05	4.76 1.41	2.45 1.18	2.83 1.51	3.52 0.99
25. Implement human relations program for platoon	54 \bar{X} SD	4.02 1.27	5.80 1.01	2.62 1.37	3.29 1.60	4.11 1.03	58 \bar{X} SD	3.74 1.51	5.74 1.18	2.65 1.19	3.26 1.32	3.78 0.95	48 \bar{X} SD	4.29 1.65	5.81 1.12	3.00 1.38	3.29 1.82	3.91 1.00

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Garrison Tasks (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
26. Supervise platoon members' personal hygiene	82 \bar{X} SD	5.93 .90	6.13 .91	2.54 1.39	2.91 1.56	3.94 .99	70 \bar{X} SD	5.14 1.46	5.96 1.14	2.18 1.06	2.48 1.19	3.71 .98	75 \bar{X} SD	5.64 1.19	5.91 1.07	2.55 1.33	2.73 1.53	3.97 .98
27. Support post/community details	90 \bar{X} SD	4.13 1.33	4.07 1.75	3.33 1.70	3.63 1.81	3.40 1.37	58 \bar{X} SD	4.22 1.41	3.70 1.89	2.30 1.52	2.26 1.48	2.59 1.18	55 \bar{X} SD	4.75 1.60	3.92 1.47	3.40 1.83	3.58 2.02	2.79 1.25
28. Brief personnel on standards, traditions & duties in the Army	95 \bar{X} SD	4.68 1.38	5.92 .93	2.43 1.16	2.77 1.24	3.68 1.13	95 \bar{X} SD	4.40 1.37	5.53 1.45	2.13 1.07	2.54 1.26	3.68 1.17	86 \bar{X} SD	4.76 1.38	5.55 1.29	2.53 1.27	2.58 1.29	3.63 1.20

- PSG
Tactical/Combat Tasks

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Supervise preparation of platoon bivouac area	83 \bar{X} SD	3.10 .88	5.42 1.34	2.68 1.08	3.38 1.51	3.84 1.11	83 \bar{X} SD	3.46 .91	5.64 1.25	3.15 1.35	3.88 1.56	3.79 1.11	59 \bar{X} SD	2.42 .58	5.19 1.42	3.50 1.30	3.73 1.43	3.89 .91
2. Supervise platoon area security	88 \bar{X} SD	4.19 1.49	6.33 .71	2.58 1.37	2.97 1.54	4.23 1.02	88 \bar{X} SD	4.03 1.34	5.91 .94	2.66 1.35	3.20 1.61	4.29 .80	61 \bar{X} SD	4.56 1.93	6.04 1.26	2.64 1.19	2.96 1.53	4.21 .88
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.) for platoon	95 \bar{X} SD	3.33 .83	6.22 .86	2.95 1.32	3.44 1.64	4.25 .98	90 \bar{X} SD	3.53 .85	6.00 .83	3.03 1.46	3.39 1.61	4.31 .79	70 \bar{X} SD	2.61 .80	5.65 1.28	2.71 1.19	3.07 1.63	3.81 1.11
4. Organize/supervise the MUA/UA (trains) area	16 \bar{X} SD	3.15 .69	5.71 1.54	2.71 1.68	3.21 1.85	3.57 1.28	10 \bar{X} SD	3.25 .96	5.00 1.41	1.50 1.00	2.25 1.50	3.50 1.29	07 \bar{X} SD	2.33 .58	6.33 .58	3.33 .58	3.67 1.16	4.33 1.16
5. Direct clearing of previously occupied platoon area	75 \bar{X} SD	3.74 1.55	5.34 1.28	2.19 1.17	2.66 1.33	3.61 1.05	65 \bar{X} SD	3.62 1.10	5.19 1.36	2.23 .91	2.54 1.14	3.35 1.06	34 \bar{X} SD	3.33 1.59	4.87 1.36	2.73 1.03	2.87 1.30	3.69 1.20
6. Implement/supervise preparation of advance party	65 \bar{X} SD	3.26 1.12	5.72 1.25	2.78 1.18	3.19 1.44	4.22 1.04	58 \bar{X} SD	3.65 .57	5.88 .90	2.83 1.31	3.42 1.59	4.17 .87	30 \bar{X} SD	3.15 .90	5.29 1.27	3.08 1.32	3.54 1.98	3.77 .83

- PSC
Tactical/Combat Tasks

		Combat Arms					Combat Support					Combat Service Support										
		Who Perform	F	I	O	DN	SC	Who Perform	F	I	D	ON	SC	Who Perform	F	I	O	DN	SC			
7.	Inspect field fortifications	61	X	3.00	6.04	2.63	2.86	4.22	53	X	3.24	6.06	2.71	3.62	4.10	23	X	2.80	5.60	3.20	3.80	4.10
		SD	.66	.94	1.54	1.59	.93	SD	.77	1.08	1.06	1.43	.77	SD	.63	1.51	1.14	1.48	.88			
8.	Implement field sanitation activities for platoon	64	X	3.15	5.68	2.51	2.89	3.90	63	X	3.28	5.12	2.48	2.92	3.56	52	X	2.96	5.63	2.83	3.17	3.67
		SD	.82	1.07	1.01	1.16	1.03	SD	1.02	1.59	1.12	1.26	.96	SD	.77	1.21	.98	1.50	1.05			
9.	Implement/review operations orders for impact on platoon capabilities	81	X	3.75	6.02	3.18	3.88	4.02	78	X	4.07	6.19	2.91	3.50	4.03	43	X	3.16	5.95	3.42	3.95	4.00
		SD	1.27	.95	1.37	1.58	.97	SD	1.24	.74	1.12	1.39	.90	SD	1.46	.97	1.17	1.58	.75			
10.	Plan platoon command post (CP) general location	59	X	3.18	5.80	2.78	3.76	4.20	73	X	3.21	5.67	3.03	3.97	4.17	36	X	2.56	5.19	3.50	3.19	3.75
		SD	1.05	1.06	1.18	1.52	.94	SD	.94	1.35	1.47	1.65	.85	SD	.81	1.47	1.63	1.83	1.24			
11.	Prepare/implement platoon tactical feeding plan	58	X	3.42	5.79	2.46	2.88	3.96	55	X	3.14	5.77	2.59	3.23	4.09	25	X	3.18	5.58	3.00	3.27	4.00
		SD	.87	1.17	1.29	1.53	.85	SD	.94	1.19	1.01	1.41	.75	SD	.87	.90	.78	1.19	1.00			
12.	Displace platoon from one location to another	89	X	4.19	5.82	2.55	2.96	3.85	85	X	3.62	6.03	3.06	3.74	4.00	32	X	4.71	5.27	2.73	2.93	3.80
		SD	1.62	1.16	1.29	1.55	1.14	SD	1.26	.80	1.37	1.68	1.12	SD	1.59	1.03	1.22	1.34	1.01			
13.	Supervise implementation of NBC protective measures	82	X	3.96	6.27	2.65	3.04	4.27	88	X	3.74	6.23	2.80	3.09	4.34	57	X	3.60	5.88	3.24	3.52	4.12
		SD	.89	.94	1.13	1.43	.94	SD	.95	1.03	1.32	1.42	.97	SD	.91	1.27	1.45	1.76	1.01			
14.	Supervise tactical troop ground movements	80	X	3.47	6.03	2.73	3.42	4.29	58	X	3.35	5.91	3.44	4.00	4.13	27	X	2.83	5.17	3.42	4.33	3.25
		SD	1.15	1.10	1.17	1.53	.91	SD	.98	1.04	1.50	1.57	.97	SD	1.19	1.40	1.24	1.78	1.06			
15.	Check loaded vehicle for compliance with vehicle load plans	95	X	4.05	5.79	2.54	2.95	3.77	93	X	3.95	5.62	2.24	2.68	4.03	68	X	3.80	5.26	2.58	2.87	3.45
		SD	.90	1.18	1.17	1.30	1.14	SD	.82	1.44	1.09	1.36	.99	SD	.96	1.18	1.03	1.38	1.03			
16.	Supervise handling of prisoners of war & refugees	35	X	2.79	5.97	2.72	3.35	3.87	35	X	2.79	6.36	3.07	3.79	4.36	07	X	2.00	6.67	3.00	4.67	4.33
		SD	.82	.98	.96	1.05	.96	SD	.89	.93	1.59	1.93	.84	SD	0.00	.58	1.73	.58	.58			

- PSG
Health and Welfare

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Counsel personnel with disciplinary problems	99 \bar{X} SD	5.09 1.17	6.24 .79	2.72 1.23	3.40 1.46	4.42 .86	98 \bar{X} SD	4.56 1.39	5.90 1.05	3.21 1.58	3.67 1.80	3.64 .99	95 \bar{X} SD	4.52 1.35	5.74 1.16	2.86 1.30	3.37 1.65	3.74 1.03
2. Counsel personnel facing personal/financial problems	95 \bar{X} SD	4.37 1.23	6.00 .97	2.82 1.39	3.22 1.50	4.03 1.01	93 \bar{X} SD	4.22 1.29	5.87 1.48	2.51 1.36	2.84 1.61	3.73 1.15	86 \bar{X} SD	4.21 1.14	5.97 1.01	2.87 1.45	3.05 1.76	4.03 1.04
3. Counsel military personnel on job performance (good & bad)	99 \bar{X} SD	5.18 1.11	6.26 .84	2.50 1.03	3.20 1.50	4.20 .99	98 \bar{X} SD	4.92 1.22	6.08 .81	2.74 1.19	3.31 1.42	3.85 1.04	91 \bar{X} SD	4.58 1.24	5.70 1.07	2.49 1.10	2.87 1.42	3.83 1.13
4. Counsel personnel concerning personnel actions	95 \bar{X} SD	4.85 1.18	5.90 1.09	2.67 1.41	3.11 1.46	4.05 1.05	88 \bar{X} SD	4.57 1.15	5.40 1.31	2.20 1.08	2.49 1.17	3.46 1.07	84 \bar{X} SD	4.43 1.41	5.54 1.04	2.70 1.43	2.84 1.63	3.87 1.00
5. Make appointments for platoon enlisted personnel (medical, chaplain, IG, AEP, etc.)	75 \bar{X} SD	4.57 1.36	5.55 1.17	2.53 1.25	2.94 1.41	3.77 1.04	75 \bar{X} SD	4.07 1.41	5.37 1.16	2.13 1.11	2.40 1.35	3.27 1.11	64 \bar{X} SD	3.82 1.44	5.17 1.63	2.45 1.02	2.66 1.47	3.64 1.16
6. Prepare rater's/indorse section of EER	91 \bar{X} SD	2.95 .93	6.01 1.26	3.00 1.48	3.79 1.67	4.30 .93	95 \bar{X} SD	2.82 .87	5.95 1.04	2.82 1.25	3.50 1.56	3.82 1.09	80 \bar{X} SD	2.69 .68	5.78 1.10	3.03 1.54	3.47 1.70	4.00 1.06
7. Monitor/supervise platoon weight control program	48 \bar{X} SD	4.58 .87	5.33 1.31	2.45 1.11	2.78 1.12	3.40 1.13	40 \bar{X} SD	4.50 1.16	5.25 1.57	1.75 .93	2.33 1.40	4.07 1.22	36 \bar{X} SD	4.25 .86	4.50 1.75	2.69 1.49	2.94 1.44	3.06 1.34
8. Supervise the platoon enlisted sponsorship program	54 \bar{X} SD	3.82 1.37	6.07 .84	2.27 1.14	2.67 1.28	3.98 .94	65 \bar{X} SD	3.15 1.08	5.65 1.38	2.23 1.18	2.42 1.33	3.65 1.16	55 \bar{X} SD	3.00 .83	5.46 1.59	2.48 .90	2.57 1.04	3.78 1.04

- PSG
Health and Welfare (cont.)

	Combat Arms					Combat Support					Combat Service Support									
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	UN	SC		
9. Write letters of welcome to newly assigned platoon personnel	59 X SD	2.78 .82	5.55 1.26	2.37 1.30	2.53 1.36	3.80 1.21	68 X SD	2.89 1.05	5.07 1.69	2.56 1.19	2.85 1.35	3.19 1.21	50 X SD	2.64 .73	5.52 1.47	2.52 .99	2.65 1.15	3.61 1.16		
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	90 X SD	4.97 1.39	4.87 1.50	2.79 1.40	3.35 1.61	3.18 1.33	75 X SD	4.50 1.78	3.83 1.72	2.23 1.38	2.55 1.64	2.67 1.24	80 X SD	4.86 1.35	4.23 1.61	2.71 1.47	2.97 1.81	2.74 1.01		
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	Not Applicable					Not Applicable					Not Applicable					Not Applicable				
12. Apply motivational (rewards & punishments) techniques	92 X SD	5.34 1.21	6.08 1.19	2.42 1.39	2.92 1.61	3.92 1.17	85 X SD	5.09 1.49	5.82 1.29	2.24 1.30	2.91 1.58	3.68 1.20	73 X SD	5.41 1.24	6.00 .88	2.84 1.32	3.00 1.50	3.97 .86		
13. Supervise/monitor conduct of counseling in the platoon	95 X SD	4.70 1.07	5.84 1.17	2.63 1.18	3.38 1.35	4.04 .94	88 X SD	4.63 1.09	6.03 .75	2.43 1.17	3.00 1.39	3.54 .92	89 X SD	4.67 1.42	5.59 1.07	2.82 1.25	3.15 1.65	3.64 1.09		
14. Conduct referrals to service agencies	61 X SD	4.12 1.29	5.33 1.19	2.57 .99	3.12 1.05	3.61 1.08	68 X SD	3.74 1.29	5.19 1.30	2.15 1.01	2.46 1.24	3.19 1.27	43 X SD	3.58 1.26	5.15 1.04	2.50 1.19	2.95 1.73	3.40 .88		
15. Assist in career planning & personal development	83 X SD	4.78 1.29	6.00 .96	2.86 1.40	3.16 1.49	3.90 1.17	80 X SD	4.47 0.21	5.63 1.19	2.53 1.50	2.94 1.65	3.34 1.07	66 X SD	4.38 1.32	5.83 1.00	3.10 1.50	3.28 1.69	3.90 .86		

- PSG
Group Management

	Combat Arms						Combat Support						Combat Service Support					
	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction to ISG	96 \bar{X} SD	4.23 .84	6.04 .95	2.34 1.16	2.84 1.51	4.16 .97	95 \bar{X} SD	3.79 .70	5.79 1.07	2.08 1.00	2.38 1.11	3.61 1.11	89 \bar{X} SD	3.95 .86	5.63 1.01	2.30 1.16	2.43 1.36	4.00 1.04
2. Recommend to ISG approval/disapproval of personnel actions (DA Form 4187)	67 \bar{X} SD	4.23 1.22	5.57 1.14	2.71 1.40	3.02 1.51	3.57 1.17	63 \bar{X} SD	3.84 1.14	5.20 1.08	2.12 1.17	2.48 1.45	3.52 1.12	43 \bar{X} SD	4.05 1.39	5.50 1.28	3.00 1.59	3.15 1.76	3.85 1.04
3. Prepare EER & review for accuracy & completeness	93 \bar{X} SD	2.88 .95	6.22 1.00	3.07 1.36	3.97 1.67	4.42 .87	98 \bar{X} SD	2.87 .89	6.05 1.00	3.39 1.27	4.00 1.51	4.00 .97	86 \bar{X} SD	2.63 .75	5.95 1.34	3.08 1.42	3.37 1.63	4.16 .89
4. Recommend personnel for administrative elimination to ISG	78 \bar{X} SD	3.02 1.28	5.99 .99	2.82 1.49	3.23 1.78	3.91 1.01	68 \bar{X} SD	2.56 .97	5.41 1.60	2.78 1.58	3.22 1.74	3.82 .83	43 \bar{X} SD	2.58 .90	5.57 1.17	3.05 1.32	3.33 1.65	3.81 .87
5. Recommend personnel for special/additional duties	78 \bar{X} SD	3.75 1.44	4.37 1.66	2.52 1.31	3.42 1.50	3.14 1.21	90 \bar{X} SD	3.92 1.36	3.81 1.45	2.11 .95	2.42 1.05	2.78 1.22	68 \bar{X} SD	3.33 1.27	3.79 1.69	2.36 1.16	2.89 1.37	2.48 1.18
6. Monitor awards & decorations program for platoon members	84 \bar{X} SD	4.10 1.21	5.53 1.20	2.94 1.57	3.57 1.77	3.67 1.11	93 \bar{X} SD	3.73 .90	5.35 1.23	2.95 1.51	3.38 1.59	3.70 .97	91 \bar{X} SD	3.80 1.02	5.45 1.30	2.98 1.58	3.15 1.72	3.35 1.37
7. Recommend to ISG duty assignment for newly assigned personnel	71 \bar{X} SD	4.09 1.15	5.53 1.35	2.48 1.10	3.25 1.46	3.77 1.11	35 \bar{X} SD	3.50 1.09	4.67 1.11	2.21 .98	2.71 1.20	3.50 1.09	32 \bar{X} SD	4.00 1.36	4.79 1.89	2.50 1.65	2.71 1.86	3.64 1.28
8. Review/correct Unit Manning Roster	Not Applicable						Not Applicable						Not Applicable					
9. Recommend reassignment of platoon personnel	78 \bar{X} SD	3.26 1.19	5.26 1.19	2.97 1.26	3.71 1.60	3.31 .97	85 \bar{X} SD	3.29 1.14	4.66 1.33	2.60 1.27	3.29 1.34	3.24 1.13	75 \bar{X} SD	3.21 .96	4.39 1.58	2.67 1.49	3.12 1.87	3.12 1.14

- PSG
Group Management (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Counsel personnel on SQF (e.g., preparation, scoring, importance, etc.)	93 X SD	3.34 1.44	5.97 1.02	2.24 1.03	2.81 1.35	3.84 .92	90 X SD	3.11 1.30	5.53 1.36	3.00 1.45	3.39 1.55	3.58 .94	82 X SD	3.39 1.25	5.47 1.59	2.64 1.33	2.94 1.59	3.94 1.15
11. Review administrative elimination proceedings	Not Applicable						Not Applicable						Not Applicable					
12. Prepare/review platoon enlisted personnel rating scheme	64 X SD	3.30 1.12	5.70 1.05	2.17 1.21	2.60 1.43	3.85 1.13	78 X SD	3.13 .72	5.13 1.34	1.90 1.04	2.13 .99	3.36 1.14	55 X SD	3.17 .76	5.58 1.21	2.54 1.41	2.67 1.55	3.71 .91
13. Recommend personnel for MOS reclassification	28 X SD	2.26 .54	5.70 .93	2.44 1.24	2.83 1.34	3.42 1.10	40 X SD	2.31 1.60	5.38 1.09	2.25 1.07	2.75 1.53	3.88 .96	25 X SD	2.27 .47	5.58 .90	2.83 1.47	3.17 1.90	3.92 .79
14. Identify platoon members for whom an EER is due	71 X SD	3.15 1.17	5.92 1.12	2.51 1.06	2.86 1.17	4.02 1.07	70 X SD	2.96 1.07	5.82 1.34	2.04 .92	2.36 1.13	3.82 1.02	52 X SD	2.83 1.03	5.87 1.06	2.65 1.50	3.04 1.64	4.17 .89
15. Provide input to TOE/TDA changes	25 X SD	3.24 1.18	5.76 1.09	3.09 1.77	3.46 1.90	3.41 1.26	23 X SD	2.44 .88	5.89 1.45	3.11 1.36	4.11 1.90	4.00 1.50	30 X SD	2.85 1.46	6.00 .88	3.21 1.85	3.71 2.09	4.00 1.04
16. Write/provide input for recommendations for awards/decorations	94 X SD	3.60 1.11	5.51 1.04	3.12 1.36	3.89 1.55	3.47 1.13	90 X SD	3.03 .88	5.36 1.20	3.33 1.35	4.09 1.67	3.00 .89	93 X SD	3.12 .81	5.61 1.09	3.24 1.41	3.54 1.70	3.66 1.04
17. Prepare/review military personnel job descriptions	52 X SD	4.05 1.48	5.70 1.17	2.56 1.49	2.77 1.53	3.74 1.12	50 X SD	3.50 1.32	5.33 1.32	2.38 1.07	2.67 1.07	3.38 .97	32 X SD	3.29 1.07	5.69 1.08	2.69 1.70	2.88 1.89	3.87 1.13
18. Provide input to manpower survey documentation	24 X SD	3.30 1.69	5.10 1.95	2.29 1.49	2.29 1.49	3.36 1.59	25 X SD	2.50 1.30	4.30 1.95	2.70 2.16	2.70 1.70	3.10 1.60	27 X SD	2.75 1.22	5.83 .94	2.83 1.27	3.00 1.65	3.83 1.27

- PSG
Group Management (cont.)

	Combat Arms					Combat Support					Combat Service Support						
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN
19. Help platoon members prepare DA Form 4187, Personnel Actions	34 \bar{X} 4.64 SD 1.06	5.46	2.21	3.04	3.50	48 \bar{X} 3.47 SD 1.26	5.30	2.55	3.00	3.32	32 \bar{X} 3.71 SD 1.27	5.60	2.80	3.27	3.67	1.11	
20. Prepare military personnel job descriptions	Incorporated into Task #138	Incorporated into Task #138					Incorporated into Task #138					Incorporated into Task #138					
21. Prepare/review civilian evaluation reports	Not Applicable	Not Applicable					Not Applicable					Not Applicable					
22. Provide personnel services	46 \bar{X} 5.21 SD 1.49	5.76	2.53	3.21	3.71	53 \bar{X} 4.67 SD 1.53	5.67	2.71	3.14	3.70	45 \bar{X} 6.25 SD .79	5.96	3.18	3.50	3.96	1.09	

- PSG
Training

	Combat Arms					Combat Support					Combat Service Support							
	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC
1. Conduct NCO calls within platoon	89 X SD	5.08 1.32	5.91 1.17	2.31 1.13	3.05 1.47	3.66 1.09	90 X SD	4.67 .93	5.69 .92	2.36 1.27	2.91 1.31	3.58 1.23	64 X SD	4.68 1.16	5.64 1.16	2.82 1.31	3.04 1.40	3.57 1.26
2. Recommend personnel to attend service schools/ additional or specialized training	98 X SD	4.06 1.10	5.64 1.32	2.50 1.28	3.26 1.52	3.83 .99	98 X SD	3.97 .93	5.40 1.34	2.05 1.15	2.54 1.47	3.56 1.00	82 X SD	3.61 .84	4.92 1.30	2.31 1.14	2.69 1.35	3.50 1.11
3. Provide input to training schedules	94 X SD	5.06 .83	6.17 1.14	2.68 1.32	3.28 1.49	4.19 1.05	90 X SD	4.75 .84	5.92 .81	3.00 1.69	3.57 1.70	3.83 1.03	64 X SD	4.54 .84	5.39 1.20	2.75 1.21	2.93 1.36	3.29 1.21
4. Provide input for planning of unit NCO training to 1SG	77 X SD	4.72 1.11	5.77 1.35	2.73 1.42	3.11 1.40	3.89 1.15	70 X SD	4.32 .98	5.71 .94	2.86 1.60	3.32 1.59	3.79 .96	52 X SD	4.22 1.04	5.13 1.30	2.63 1.01	2.88 1.48	3.17 1.24
5. Develop/supervise physical fitness training program in platoon	84 X SD	5.60 .86	6.30 .87	2.43 1.22	2.60 1.22	4.30 .95	75 X SD	5.40 .89	5.73 1.08	1.90 .89	2.03 1.00	4.07 1.02	70 X SD	5.48 .81	5.65 .95	2.71 1.19	2.71 1.19	3.53 1.14
6. Provide training guidance to 98 subordinates	98 X SD	5.89 .98	6.30 .77	2.52 1.15	3.07 1.36	4.21 .89	95 X SD	5.21 1.02	6.05 .87	2.50 1.23	2.97 1.46	3.92 1.10	86 X SD	5.32 1.12	5.68 1.14	2.68 1.17	2.95 1.51	3.68 1.19
7. Monitor subordinates' attainment of DA minimum civilian education goals	71 X SD	3.98 1.17	5.81 1.07	2.81 1.33	3.19 1.48	3.64 1.11	70 X SD	3.46 .69	4.89 1.23	2.18 .98	2.43 1.17	3.11 1.17	64 X SD	3.82 .95	5.46 1.32	2.93 1.51	3.07 1.72	3.29 1.21
8. Instruct platoon members on relationship between soldiers' manuals, SQT's, & ARTEP's	95 X SD	4.14 1.23	5.73 1.00	2.68 1.07	3.11 1.10	3.66 .93	85 X SD	4.03 1.22	5.82 1.03	2.59 1.13	3.12 1.51	3.91 .93	77 X SD	3.74 1.26	5.38 .99	2.94 1.21	3.29 1.53	3.62 .99
9. Critique deficiency of platoon enlisted instructors	83 X SD	4.86 .79	5.96 .87	2.40 1.12	2.91 1.34	3.65 1.16	85 X SD	4.27 .90	5.56 .96	2.44 1.28	2.68 1.32	3.33 1.05	57 X SD	4.16 1.11	5.56 1.08	2.48 1.19	2.64 1.38	3.74 1.02

PSG
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Evaluate training effectiveness to determine if commanders' training objectives are met	93 \bar{X} SD	5.20 1.28	6.04 .85	2.84 1.45	3.31 1.59	4.00 .99	78 \bar{X} SD	4.74 .97	5.87 .96	2.61 1.48	3.00 1.57	3.80 1.19	61 \bar{X} SD	4.44 1.12	5.54 .99	3.19 1.21	3.37 1.42	3.85 .99
11. Implement/conduct training to correct individual deficiencies in platoon	94 \bar{X} SD	5.33 1.14	6.19 .79	2.99 1.24	3.68 1.43	4.45 .75	93 \bar{X} SD	5.24 1.14	6.00 .78	3.24 1.69	3.70 1.63	3.89 .84	93 \bar{X} SD	5.07 1.35	5.71 .98	2.95 1.58	3.24 1.70	3.81 1.10
12. Conduct train-the-trainer sessions for platoon NCOs	87 \bar{X} SD	4.43 1.10	5.99 .96	3.06 1.28	4.23 .93	4.23 .93	88 \bar{X} SD	4.43 1.27	6.03 .91	3.00 1.33	3.92 1.44	4.19 1.01	68 \bar{X} SD	4.13 1.17	5.43 1.19	2.87 1.01	3.37 1.16	3.23 1.31
13. Identify & enforce training safety requirements	82 \bar{X} SD	5.22 1.28	6.24 .76	2.58 1.44	2.85 1.50	4.15 1.06	78 \bar{X} SD	5.07 1.03	6.07 .81	2.39 1.15	2.74 1.26	3.90 .87	57 \bar{X} SD	5.00 1.41	6.00 .91	3.04 1.46	3.24 1.69	4.20 .87
14. Insure platoon members attend unit training	99 \bar{X} SD	6.13 .80	6.34 .79	3.06 1.72	3.37 1.77	4.34 .89	93 \bar{X} SD	5.43 .99	5.84 1.03	2.13 1.26	2.29 1.31	3.84 1.05	93 \bar{X} SD	5.07 .88	5.56 1.31	2.73 1.58	2.88 1.69	3.78 1.15
15. Plan platoon collective training	93 \bar{X} SD	5.10 .97	6.04 .79	3.42 1.40	4.18 1.67	4.26 .88	90 \bar{X} SD	5.14 .80	6.24 .60	3.48 1.48	4.25 1.52	4.00 .86	70 \bar{X} SD	4.45 1.43	5.45 .96	3.71 1.70	3.81 1.72	3.73 1.17
16. Review training performance objectives	93 \bar{X} SD	5.03 1.17	6.04 .94	2.73 1.21	3.29 1.32	4.00 1.03	75 \bar{X} SD	4.50 1.08	5.60 1.04	2.50 1.48	2.90 1.58	3.73 1.08	61 \bar{X} SD	4.56 1.12	5.63 1.12	2.96 1.29	3.30 1.71	3.70 1.10
17. Provide input to unit Master Training Forecast	57 \bar{X} SD	4.53 1.12	5.96 .88	2.70 1.12	3.04 1.25	3.89 1.07	55 \bar{X} SD	4.09 .87	5.73 .99	2.86 1.70	3.18 1.68	3.91 .97	43 \bar{X} SD	4.05 .85	5.37 1.12	2.90 1.33	3.00 1.56	3.28 .96
18. Conduct critiques of platoon training	88 \bar{X} SD	5.04 .92	6.06 .88	2.52 1.12	3.03 1.29	3.95 .97	88 \bar{X} SD	4.57 .88	5.74 1.31	2.40 1.44	2.83 1.52	3.74 .96	61 \bar{X} SD	4.41 1.19	5.89 .97	2.85 1.17	3.04 1.37	3.78 1.09

PSG
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
19. Evaluate individual training for platoon personnel	90 SD	5.41 1.03	6.19 .82	2.69 1.32	3.09 1.54	4.13 .99	85 SD	4.74 1.02	5.79 .95	2.32 1.30	2.65 1.54	3.77 .96	64 SD	4.89 .88	5.61 .88	2.79 1.29	2.86 1.46	3.71 1.21
20. Organize/implement platoon SQT study program	81 SD	4.21 1.50	5.88 1.20	2.84 1.52	3.10 1.63	3.85 1.16	75 SD	4.20 1.38	5.80 1.06	2.63 1.35	2.93 1.55	3.87 .97	61 SD	4.41 1.31	5.70 1.20	2.82 1.27	3.07 1.59	4.11 1.05
21. Plan use of available training time	98 SD	5.71 .94	6.32 .65	3.36 1.56	4.03 1.70	4.24 .91	95 SD	5.50 .98	6.00 .87	3.66 1.88	4.21 1.83	3.79 1.17	75 SD	5.24 1.17	5.94 .79	3.79 1.83	4.15 2.00	3.82 1.04
22. Coordinate platoon training	95 SD	5.44 1.10	6.23 .91	2.75 1.24	3.24 1.40	4.18 .96	93 SD	5.00 1.03	5.95 .82	2.62 1.40	3.14 1.50	3.89 1.02	73 SD	5.00 .84	5.72 1.02	3.03 1.26	3.28 1.44	3.72 1.14
23. Supervise platoon collective training	96 SD	5.49 1.15	6.05 .84	2.83 1.25	3.48 1.58	4.05 .96	85 SD	5.24 .82	5.82 .80	2.79 1.41	3.35 1.43	3.94 1.08	75 SD	4.94 1.06	5.58 .90	2.91 1.38	3.48 1.68	3.76 1.06
24. Implement tasks for inclement weather training	67 SD	3.91 1.31	5.66 .98	2.57 1.16	2.84 1.25	3.63 1.02	58 SD	4.44 1.08	5.44 .95	2.30 1.02	2.78 1.28	3.55 .91	41 SD	4.00 1.50	5.25 1.02	2.95 1.10	3.05 1.23	3.84 1.12
25. Select performance objectives based on commander's & SQT training guidance	87 SD	4.89 1.00	5.78 1.12	2.64 1.31	3.11 1.45	3.87 1.03	70 SD	4.57 1.20	6.00 .77	2.54 1.11	2.89 1.37	3.96 .96	59 SD	4.12 1.11	5.46 1.07	3.35 1.29	3.54 1.50	3.58 .90
26. Designate & train enlisted training instructors for platoon	81 SD	4.52 1.16	5.90 1.03	2.84 1.39	3.25 1.43	3.81 .97	78 SD	4.13 1.06	5.81 .87	2.48 1.24	2.90 1.37	3.69 1.03	52 SD	4.26 1.10	5.96 1.12	2.96 1.55	3.13 1.73	3.63 1.17
27. Coordinate platoon training support	95 SD	5.06 1.19	5.98 .85	3.29 1.34	4.09 1.63	4.30 .79	85 SD	4.88 1.18	5.89 .96	3.32 1.53	3.91 1.71	4.06 .81	66 SD	4.86 1.22	5.69 .89	3.41 1.50	3.48 1.62	3.76 1.06
28. Conduct a performance oriented training session (individual & collective)	99 SD	5.22 1.04	5.98 1.05	2.96 1.29	3.92 1.43	4.18 1.08	100 SD	5.00 1.20	5.83 1.01	3.03 1.31	3.90 1.17	4.08 .97	93 SD	4.88 1.19	5.78 1.13	3.17 1.40	3.88 1.60	4.02 1.13

- PSG
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
29. Determine required support for training	94 SD	5.33 1.03	6.10 .86	3.24 1.20	4.14 1.50	4.27 .74	88 SD	5.11 1.11	5.94 .96	3.11 1.37	4.03 1.32	4.15 .82	73 SD	4.84 1.25	5.31 1.15	3.47 1.24	3.72 1.44	3.56 1.08
30. Supervise platoon OJT program	36 SD	4.73 1.76	5.83 .99	2.43 1.10	2.67 1.06	3.73 1.08	33 SD	3.39 1.39	5.62 1.26	1.69 .95	2.00 1.08	3.46 1.13	50 SD	4.32 1.56	5.50 1.10	2.91 1.31	3.14 1.55	4.09 .87
31. Prioritize tasks selected for training in platoon	96 SD	5.51 1.16	6.14 .99	3.25 1.48	4.29 1.69	4.08 .88	95 SD	5.40 1.05	5.92 .87	3.28 1.40	4.00 1.49	3.90 1.03	75 SD	4.94 1.14	5.39 1.22	3.58 1.64	3.61 1.75	3.49 1.18
32. Plan, supervise & conduct individual training	92 SD	5.38 1.05	6.36 .71	2.74 1.50	3.26 1.64	4.23 1.01	88 SD	5.06 .77	6.06 .64	2.71 1.49	3.17 1.54	3.91 .98	75 SD	5.09 1.18	5.88 1.05	3.03 1.49	3.21 1.64	4.09 1.13
33. Identify/review & use training publications	87 SD	5.22 1.08	5.83 .92	2.54 1.20	2.89 1.41	3.75 1.05	93 SD	4.81 1.20	5.38 1.23	2.46 1.35	2.70 1.47	3.68 .92	64 SD	4.71 1.49	5.39 1.34	2.46 1.14	2.75 1.46	3.64 1.10
34. Plan platoon individual training	84 SD	5.24 .98	6.24 .82	2.70 1.42	3.30 1.55	4.23 .87	88 SD	4.77 .94	5.89 1.11	2.57 1.54	2.94 1.67	3.77 1.11	64 SD	4.39 .96	5.79 .96	2.68 .95	2.82 1.22	3.57 1.20
35. Evaluate collective training, using ARTEP evaluation standards	84 SD	3.49 1.24	6.09 .91	3.03 1.40	3.60 1.49	4.17 .93	68 SD	3.44 1.16	5.78 .85	2.74 1.32	3.26 1.56	4.04 .76	48 SD	3.29 1.10	5.81 1.17	3.05 1.40	3.19 1.69	3.86 1.11
36. Prepare, supervise & conduct a performance oriented training session (individual and collective)	94 SD	4.81 1.02	5.87 1.06	2.78 1.16	3.51 1.38	3.91 1.00	88 SD	4.46 .98	5.77 .91	3.06 1.53	3.54 1.58	3.80 .90	75 SD	4.64 1.17	5.55 .91	3.12 1.39	3.27 1.55	3.67 1.02
37. Draft/review a training outline	78 SD	4.59 .97	5.85 .99	2.91 1.38	3.59 1.54	3.68 .99	65 SD	4.12 .99	5.62 1.02	2.69 1.44	3.35 1.81	3.65 .89	55 SD	3.96 1.20	5.25 1.23	3.04 1.30	3.21 1.47	3.29 1.00
38. Implement an OJT training program	39 SD	3.75 1.59	5.61 1.12	3.42 1.03	4.00 1.23	3.53 1.11	50 SD	2.85 1.23	5.55 1.19	2.90 1.25	3.45 1.57	3.60 1.05	55 SD	3.88 1.60	5.61 1.20	3.22 1.41	3.39 1.64	3.75 .99

- PSG
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC
39. Incorporate multi-echelon collective training in training program (e.g., con-current training)	77 \bar{X} SD	4.73 1.21	5.61 1.08	3.30 1.39	3.89 1.46	3.74 1.02	75 \bar{X} SD	4.57 1.25	5.27 1.23	3.27 1.64	3.87 1.74	3.80 .85	45 \bar{X} SD	4.00 1.21	5.40 .75	3.50 1.43	3.70 1.63	3.45 .83
40. Conduct training briefings	81 \bar{X} SD	5.02 .91	5.93 .96	2.51 1.04	2.94 1.29	3.79 .98	75 \bar{X} SD	4.50 .86	5.57 .94	2.40 1.28	2.90 1.52	3.90 1.03	48 \bar{X} SD	4.33 1.28	5.48 1.08	2.67 1.20	2.86 1.42	3.62 .81
41. Record results of training	87 \bar{X} SD	5.14 1.10	6.06 .92	2.46 1.20	2.76 1.31	3.76 1.07	75 \bar{X} SD	4.87 1.25	5.63 1.27	2.40 1.22	2.80 1.42	3.47 1.01	66 \bar{X} SD	4.72 1.07	5.69 1.20	2.50 1.29	2.63 1.55	3.72 1.13

- PSG
Maintenance

	Combat Arms						Combat Support						Combat Service Support					
	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
1. Inspect platoon buildings & grounds/area	99 X SD	6.43 .67	5.62 1.12	2.37 1.28	2.64 1.43	3.59 1.14	90 X SD	6.17 .70	5.14 1.57	1.83 1.08	2.07 1.12	3.33 1.20	91 X SD	6.10 1.01	5.13 1.47	2.05 1.06	2.13 1.09	3.38 1.43
2. Inspect platoon organizational equipment (TASC, NBC, tents, field mess, etc.)	90 X SD	4.53 1.16	6.16 .92	2.67 1.25	3.24 1.33	4.19 .90	98 X SD	4.13 1.01	6.21 .70	2.64 1.14	3.08 1.35	4.15 .84	82 X SD	3.58 1.08	5.67 1.04	2.81 1.41	2.92 1.48	3.50 1.21
3. Inspect weapons/supervise & monitor cleaning of weapons	94 X SD	4.35 .80	5.89 1.02	2.31 1.09	2.83 1.32	4.12 1.04	90 X SD	4.00 .83	5.47 1.06	2.17 1.00	2.56 1.23	3.94 1.01	82 X SD	3.78 .83	5.72 1.09	2.56 1.36	2.72 1.41	3.86 1.05
4. Spot-check platoon vehicles for preventive maintenance indicators	96 X SD	5.96 .65	6.49 .69	2.54 1.14	3.03 1.33	4.36 .93	100 X SD	5.65 .92	6.33 .66	2.65 1.58	2.97 1.60	4.40 .74	82 X SD	5.72 1.06	6.25 .84	2.56 1.16	2.64 1.29	4.17 1.11
5. Monitor platoon vehicle safety program	71 X SD	5.25 1.35	5.92 1.04	2.54 1.22	2.93 1.46	4.17 1.00	73 X SD	5.41 1.30	5.83 1.17	2.79 1.45	3.31 1.69	4.31 .71	64 X SD	5.79 1.13	5.96 1.35	2.68 1.34	3.04 1.77	4.18 1.31
6. Recommend soldiers for driver training program	83 X SD	3.93 1.10	5.42 1.34	2.32 1.31	2.59 1.31	3.55 1.09	70 X SD	3.79 1.37	5.29 1.61	2.11 .99	2.29 1.05	3.68 1.02	66 X SD	3.66 1.14	5.59 1.09	2.00 1.17	2.20 1.63	3.73 1.05
7. Monitor platoon vehicle trip tickets & dispatch	78 X SD	5.06 1.10	5.74 .99	2.43 1.26	2.66 1.36	3.72 1.17	80 X SD	5.31 .97	5.72 1.17	2.13 1.31	2.50 1.39	3.78 1.07	66 X SD	5.86 .99	5.72 1.13	2.66 1.29	3.00 1.67	4.10 1.06
8. Review platoon equipment readiness status	94 X SD	5.56 .95	6.39 .84	2.62 1.21	3.01 1.35	4.36 1.00	90 X SD	5.56 1.00	6.36 .76	2.67 1.53	3.11 1.58	4.28 .88	75 X SD	5.09 1.49	6.18 .97	2.71 1.43	2.94 1.72	4.27 1.05
9. Inspect platoon maintenance/pioneer tools	95 X SD	4.53 .93	5.72 .99	2.14 1.15	2.33 1.19	3.81 1.11	83 X SD	4.33 1.08	5.39 1.39	2.03 1.08	2.24 1.09	3.58 1.20	70 X SD	4.16 1.04	5.71 .97	2.55 1.50	2.84 1.79	3.90 1.11

- PSG
Maintenance (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Supervise/monitor platoon personnel performing preventive maintenance	96 X SD	5.81 .73	6.28 .95	2.55 1.24	3.00 1.52	4.31 .92	98 X SD	5.51 1.02	6.31 .77	2.67 1.51	3.16 1.52	4.15 .88	82 X SD	5.69 .95	6.28 .78	2.83 1.38	3.11 1.72	4.28 1.00
11. Monitor driver awards program	52 X SD	2.84 1.00	3.93 1.45	2.61 1.26	2.86 1.37	2.42 1.14	40 X SD	3.44 1.15	3.94 1.18	2.25 1.13	2.31 1.14	2.38 .72	43 X SD	3.53 1.31	4.74 1.45	2.26 1.20	2.53 .96	3.16 1.46
12. Review operational readiness status of platoon vehicles	96 X SD	5.95 .65	6.69 .52	2.96 1.35	3.53 1.57	4.63 .80	95 X SD	5.61 1.10	6.55 .60	3.13 1.49	3.63 1.68	4.76 .71	75 X SD	6.03 .85	6.15 .87	2.85 1.54	3.21 1.85	4.46 .97
13. Review maintenance SOP	82 X SD	3.69 1.25	5.65 .97	2.51 1.14	2.82 1.30	3.57 1.12	68 X SD	3.22 1.09	5.37 1.12	2.19 1.08	2.52 1.37	3.30 1.14	57 X SD	3.72 1.40	5.68 .90	2.64 1.29	3.04 1.77	3.68 1.03
14. Monitor vehicle dispatches	Incorporated into Task #198						Incorporated into Task #198						Incorporated into Task #198					
15. Review unit Material Readiness Report (DA Form 2406) for platoon	63 X SD	4.96 1.03	6.12 .83	2.66 1.43	2.96 1.52	4.04 1.15	40 X SD	4.94 1.39	6.00 2.69	2.69 1.54	3.19 1.64	4.31 .87	36 X SD	5.63 1.03	6.19 .75	2.88 1.03	3.38 1.50	4.44 .82
16. Inspect equipment log books	81 X SD	4.52 1.05	5.69 .89	2.48 1.36	2.79 1.53	3.81 1.15	65 X SD	4.50 1.11	5.62 1.33	2.15 1.22	2.50 1.30	3.65 1.02	52 X SD	4.61 1.37	5.70 .93	2.57 1.38	3.00 1.81	3.48 1.20
17. Establish maintenance priorities for platoon	89 X SD	5.45 1.00	6.26 .74	2.91 1.62	3.39 1.71	4.08 1.00	88 X SD	5.54 .92	6.20 .80	2.71 1.53	3.29 1.71	3.97 1.10	61 X SD	5.52 1.16	5.78 .93	2.85 1.35	3.19 1.62	4.11 1.01

- PSG
Security

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Report security violations	76 \bar{X} SD	3.43 1.54	6.25 .93	2.13 1.02	2.59 1.44	4.52 .84	65 \bar{X} SD	2.89 1.31	6.52 .89	2.44 1.45	2.85 1.70	4.62 .94	55 \bar{X} SD	3.38 1.53	5.81 1.23	2.42 1.30	2.50 1.39	4.31 .88
2. Supervise/monitor key control within platoon	63 \bar{X} SD	6.10 .91	6.04 1.01	2.58 1.14	3.04 1.44	4.08 .94	80 \bar{X} SD	5.91 .93	5.91 1.06	2.34 1.29	2.88 1.50	3.97 1.06	80 \bar{X} SD	6.03 1.10	5.86 .97	2.80 1.66	3.11 1.84	4.06 1.19
3. Insure personally owned high dollar value items are registered by serial number for platoon members	95 \bar{X} SD	4.39 .98	5.91 .94	2.56 1.30	2.77 1.28	3.90 .96	98 \bar{X} SD	4.28 1.28	5.39 1.51	2.10 1.10	2.26 1.14	3.51 1.14	95 \bar{X} SD	4.07 1.28	5.55 1.52	2.71 1.44	2.88 1.64	3.91 1.12
4. Insure that privately owned weapons are secured in accordance with local directives	41 \bar{X} SD	3.97 1.43	5.56 1.19	2.50 1.46	2.79 1.49	4.09 1.11	48 \bar{X} SD	3.32 1.00	5.53 1.43	2.58 1.39	2.79 1.51	3.95 1.08	34 \bar{X} SD	3.67 1.40	5.73 1.58	2.60 .83	2.80 1.08	4.07 1.03
5. Safeguard "For Official Use Only" material	73 \bar{X} SD	4.69 1.53	6.31 1.09	2.41 1.24	2.74 1.29	4.61 .76	88 \bar{X} SD	4.97 1.51	5.77 1.56	2.40 1.14	2.57 1.22	4.39 .84	57 \bar{X} SD	4.32 1.68	6.04 1.57	2.32 1.35	2.60 1.35	4.20 1.23
6. Conduct physical security inspection	77 \bar{X} SD	4.77 1.38	6.03 .94	2.23 1.04	2.53 1.20	4.11 1.13	68 \bar{X} SD	4.70 1.51	6.30 .78	2.37 1.52	2.78 1.50	4.39 .57	57 \bar{X} SD	5.28 1.49	6.12 .73	2.68 1.38	2.89 1.63	4.40 .87
7. Determine platoon physical security requirements	64 \bar{X} SD	4.17 1.34	5.85 .97	2.68 1.31	3.00 1.41	4.09 .95	73 \bar{X} SD	3.83 1.20	5.90 1.08	2.66 1.63	3.07 1.74	4.03 .94	36 \bar{X} SD	4.56 1.26	6.00 .89	3.00 1.27	3.25 1.61	4.19 .91
8. Maintain a safe or cabinet security record (DA Form 672)	25 \bar{X} SD	5.24 1.45	5.76 1.48	2.14 .96	2.24 1.00	3.85 1.42	35 \bar{X} SD	5.71 .91	6.36 .50	2.14 .86	2.36 1.01	4.29 .99	20 \bar{X} SD	5.89 .93	5.38 2.07	2.13 1.36	2.38 1.85	4.33 1.41

- PSC
Security (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	P	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Review security access roster	45 \bar{X} SD	4.14 1.29	5.87 .79	2.43 1.07	2.76 1.34	3.82 1.18	63 \bar{X} SD	3.64 .86	5.69 1.29	2.15 .97	2.50 1.11	3.89 1.07	32 \bar{X} SD	3.71 1.49	5.71 1.33	2.50 1.02	2.64 1.22	3.64 1.01
10. Conduct arms room inspection	54 \bar{X} SD	3.91 1.15	5.84 1.33	2.24 1.13	2.64 1.37	4.25 1.04	43 \bar{X} SD	2.82 .95	5.29 1.96	2.06 1.20	2.18 1.02	3.94 1.25	34 \bar{X} SD	3.00 1.07	5.41 1.91	2.24 1.15	2.35 1.22	4.35 1.00
11. Check security of serial numbered items	86 \bar{X} SD	4.68 1.14	6.18 .87	2.48 1.24	2.76 1.43	4.31 .88	88 \bar{X} SD	4.46 1.15	5.97 1.01	2.17 1.07	2.51 1.29	4.23 .84	73 \bar{X} SD	3.94 1.29	5.53 1.39	2.63 1.07	2.66 1.10	3.70 1.13
12. Recommend suspension/revocation of security clearances	30 \bar{X} SD	2.72 1.21	6.08 1.12	2.24 1.13	2.68 1.38	4.32 .99	35 \bar{X} SD	2.43 .76	6.21 1.19	2.36 1.15	3.00 1.41	4.43 .85	2 \bar{X} SD	2.00 0.00	7.00 0.00	2.50 2.12	4.00 4.24	5.00 0.00
13. Supervise unit armorer	Not applicable						Not applicable						Not applicable					
14. Collect/report information of potential intelligence value	49 \bar{X} SD	3.17 1.18	6.00 1.29	2.98 1.22	3.52 1.38	4.35 .92	38 \bar{X} SD	3.87 1.73	6.40 .63	3.13 .99	3.40 1.18	4.53 .74	14 \bar{X} SD	2.67 1.21	5.80 .84	3.50 1.98	3.83 2.23	4.17 .75
15. Conduct platoon physical security training	63 \bar{X} SD	3.87 1.31	5.89 .83	2.62 1.21	2.87 1.25	4.10 1.02	73 \bar{X} SD	4.14 1.43	5.97 1.05	2.21 1.24	2.48 1.35	3.97 .94	43 \bar{X} SD	4.26 1.37	5.95 .71	2.95 1.08	3.21 1.23	4.21 .86
16. Implement/enforce unit communications security procedures	63 \bar{X} SD	4.33 1.47	6.06 1.02	2.52 1.32	2.92 1.38	4.21 .96	75 \bar{X} SD	4.03 1.35	6.10 1.19	2.47 1.11	2.97 1.25	4.23 .77	30 \bar{X} SD	4.23 1.48	6.15 .69	2.77 1.01	3.00 1.08	4.00 1.00

- PSG
Security (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
17. Conduct platoon security briefings	67 X SD	3.70 .91	5.88 .85	2.41 1.08	2.71 1.16	3.86 1.01	75 X SD	3.70 .95	5.97 1.00	2.00 1.08	2.37 1.35	4.10 .85	50 X SD	3.73 1.28	5.82 1.05	2.27 .94	2.41 1.05	3.82 1.10
18. Monitor DA Form 727, Classified Container Information	22 X SD	4.61 1.46	5.61 1.20	2.06 .94	2.17 1.04	3.33 1.19	43 X SD	4.53 1.77	6.47 .62	1.71 1.05	1.94 1.14	4.65 .61	18 X SD	4.88 1.64	5.13 2.03	2.25 1.04	2.50 1.41	3.63 1.30
19. Encode/decode messages	76 X SD	3.89 1.06	6.14 1.49	2.24 1.13	2.94 1.41	4.51 .93	73 X SD	3.38 .94	6.35 .90	2.10 1.21	2.83 1.69	4.55 .63	25 X SD	3.16 .87	5.36 1.50	2.64 1.50	3.27 2.24	4.46 .69
20. Inventory ammunition for platoon	60 X SD	3.38 1.07	6.18 1.09	2.51 1.21	2.84 1.29	4.24 .95	20 X SD	3.50 1.31	6.38 1.06	1.63 .92	2.00 1.41	4.75 .46	14 X SD	2.83 .98	6.50 .76	2.25 1.17	2.63 1.51	4.78 .44
21. Monitor/enforce platoon safety program	88 X SD	5.67 1.16	5.96 1.01	2.70 1.45	2.97 1.55	4.11 1.02	83 X SD	5.33 1.19	5.85 1.23	2.36 1.08	2.58 1.15	3.85 .97	80 X SD	5.51 1.46	5.97 1.14	2.59 1.40	2.73 1.68	4.09 1.27

- PSG
ARTEP

	Combat Arms						Combat Support						Combat Service Support								
	Perform			Not applicable			Perform			Not Applicable			Perform			Not Applicable					
	% Who	F	I	D	DN	SC	% Who	F	I	D	DN	SC	% Who	F	I	D	DN	SC			
1. Establish & operate/ supervise establishment & operation of field mess							Not applicable						Not Applicable								
2. Supervise establishment & operations of a unit motor pool							Not applicable						Not Applicable								
3. Supervise evacuation of sick & injured to aid station	43	X	3.06	5.83	2.61	3.11	4.56	40	X	2.56	4.81	2.38	2.56	3.59	36	X	3.31	5.59	2.35	2.71	4.24
		SD	1.37	1.16	1.44	1.43	.81		SD	1.32	1.72	1.36	1.21	1.18		SD	1.45	1.12	1.37	1.57	1.20
4. Conduct tactical road march	83	X	3.32	5.71	2.57	3.23	3.86	58	X	3.35	5.65	2.65	3.35	3.48	52	X	2.65	5.21	3.21	3.50	3.65
		SD	.90	1.09	1.28	1.63	.97		SD	.78	1.11	1.11	1.58	1.16		SD	.71	1.64	1.29	1.62	1.11
5. Establish a tactical bivouac	77	X	2.97	5.22	2.77	3.58	3.86	83	X	3.27	5.73	3.33	4.52	4.03	48	X	2.29	4.91	3.57	4.38	3.86
		SD	.89	1.57	1.08	1.37	1.18		SD	.76	1.15	1.49	1.52	.97		SD	.56	1.64	1.33	1.32	1.20
6. Employ camouflage techniques	99	X	3.40	5.63	2.49	3.00	4.13	90	X	3.53	5.28	2.53	2.94	3.94	80	X	2.57	5.20	2.86	3.06	3.74
		SD	.90	1.18	1.18	1.38	1.02		SD	.81	1.60	1.28	1.62	1.22		SD	.70	1.59	1.22	1.35	1.20
7. Conduct rear area protec- tion operations	30	X	3.52	5.56	2.68	3.12	4.08	35	X	3.29	6.14	2.57	3.43	4.43	27	X	2.42	5.92	4.17	4.83	4.25
		SD	1.42	1.16	1.35	1.59	.81		SD	.99	.86	1.09	1.60	.76		SD	.52	.79	1.64	1.90	.87
8. Perform/train for civil disturbance operations	28	X	2.48	3.04	2.78	3.35	3.22	35	X	2.86	5.79	2.57	3.29	3.79	09	X	2.25	5.00	3.00	3.25	3.75
		SD	.67	1.33	1.31	1.58	1.31		SD	1.46	1.05	.94	1.33	.98		SD	.50	1.83	1.63	2.06	.50

- PSG
ART:P (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Disseminate intelligence to subordinates & support elements	70 \bar{X} SD	4.36 1.52	6.07 1.04	2.31 1.10	2.64 1.24	4.02 1.09	43 \bar{X} SD	4.77 1.64	6.24 .83	1.94 1.03	2.47 1.60	4.06 .83	32 \bar{X} SD	4.50 1.74	6.07 1.07	2.79 1.48	2.79 1.42	4.07 1.07
10. Conduct radio communications	86 \bar{X} SD	4.37 .99	6.06 1.22	2.11 1.08	2.48 1.19	4.10 1.02	93 \bar{X} SD	4.46 1.04	6.11 .81	2.32 1.42	2.65 1.36	4.30 .74	23 \bar{X} SD	3.10 .88	5.64 1.12	3.09 1.04	3.46 1.29	3.60 1.08
11. Execute loading IAW movement plan	76 \bar{X} SD	3.52 .84	5.92 .96	2.98 1.31	3.49 1.58	4.00 .97	75 \bar{X} SD	3.67 .66	5.83 .17	2.60 1.38	3.03 1.50	4.10 .92	50 \bar{X} SD	3.46 .91	5.35 1.19	3.26 1.29	3.44 1.70	3.96 1.07
12. Establish observation posts	73 \bar{X} SD	3.18 .87	6.08 .94	2.43 1.06	2.85 1.26	4.19 .94	48 \bar{X} SD	3.26 .81	5.79 1.40	2.58 1.43	2.84 1.54	4.32 .82	36 \bar{X} SD	2.56 .63	5.50 1.32	3.00 1.16	3.13 1.36	3.88 .96
13. Occupy & secure platoon CP	78 \bar{X} SD	3.34 .92	6.14 .86	2.66 1.34	3.09 1.59	4.09 .96	75 \bar{X} SD	3.20 .81	6.03 .81	2.70 1.32	3.20 1.45	4.10 1.09	45 \bar{X} SD	3.15 .93	5.91 .83	2.81 1.17	3.05 1.47	4.00 1.00
14. Operate in a EW environment	52 \bar{X} SD	3.02 1.08	6.07 1.12	3.49 1.50	4.02 1.64	4.48 .88	60 \bar{X} SD	3.50 1.41	6.50 .98	2.71 1.60	3.42 1.88	4.42 .88	18 \bar{X} SD	5.00 1.85	5.13 1.96	3.38 2.20	3.38 2.20	4.25 1.17
15. Implement/supervise platoon defensive posture	82 \bar{X} SD	3.35 .88	6.19 .97	2.78 1.22	3.35 1.35	4.32 .87	78 \bar{X} SD	3.13 .81	5.65 1.38	2.84 1.39	3.32 1.58	4.13 1.06	48 \bar{X} SD	2.71 1.01	5.86 1.25	3.27 1.20	3.41 1.30	4.09 .92
16. Monitor/review unit plan for medical support	19 \bar{X} SD	3.63 1.36	5.44 1.37	2.63 .89	3.13 1.26	3.63 1.09	10 \bar{X} SD	3.25 1.50	5.75 .50	2.00 1.16	2.25 .96	3.75 .50	18 \bar{X} SD	4.25 1.91	5.75 1.28	2.75 1.58	2.75 1.83	3.89 1.27
17. Distribute weather data	18 \bar{X} SD	4.20 1.66	5.14 1.29	2.29 1.38	2.21 1.05	3.44 1.15	15 \bar{X} SD	3.50 1.05	5.67 1.21	2.33 1.21	2.50 1.52	3.67 1.21	11 \bar{X} SD	4.40 .89	5.40 .89	2.60 1.52	2.80 1.79	2.80 .84
18. Prepare operations estimate	33 \bar{X} SD	3.85 1.17	5.93 1.00	2.48 1.01	3.22 1.60	4.04 1.00	28 \bar{X} SD	3.82 1.08	5.91 .94	2.64 1.12	3.55 1.75	3.75 1.14	16 \bar{X} SD	3.57 1.13	5.86 .69	3.14 2.04	3.29 2.06	3.71 .95

- PSG
ARTEP (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
19. Request PLL for elements at worksite	61 \bar{X} SD	4.59 1.12	6.16 .76	2.65 1.39	2.98 1.55	4.06 1.00	68 \bar{X} SD	4.52 1.16	5.89 .89	2.37 1.39	2.70 1.54	4.11 .70	27 \bar{X} SD	4.92 1.98	6.08 1.00	2.75 1.22	3.00 1.71	4.00 .85
20. Implement response to air/ground attack	75 \bar{X} SD	3.29 .80	6.31 .92	2.50 1.20	2.95 1.49	4.46 .83	55 \bar{X} SD	3.32 .84	6.05 .84	2.81 1.33	3.36 1.59	4.27 .83	34 \bar{X} SD	2.93 .70	6.00 1.16	2.94 1.12	3.19 1.56	3.94 1.18
21. Insure communications sites are adequately organized for defense	Not applicable						Not applicable						Not applicable					
22. Counter against/report jamming	57 \bar{X} SD	2.98 1.94	5.98 .91	2.57 1.22	3.04 1.49	4.00 1.18	50 \bar{X} SD	3.30 .92	6.26 .87	2.32 1.20	2.68 1.34	4.50 .76	07 \bar{X} SD	2.67 .58	5.75 .96	2.75 1.50	2.75 1.50	3.50 1.00
23. Insure laundry exchange	75 \bar{X} SD	4.89 .32	5.61 1.14	2.44 1.35	2.65 1.42	3.44 1.30	58 \bar{X} SD	4.83 .39	5.13 1.60	1.83 1.11	1.96 1.13	3.39 1.23	48 \bar{X} SD	4.95 .50	5.67 1.07	2.38 .97	2.52 1.12	3.45 1.05
24. Process personnel replacement	52 \bar{X} SD	3.77 1.11	5.93 1.06	2.61 1.03	3.05 1.15	4.16 1.05	45 \bar{X} SD	3.44 1.20	5.56 .92	2.39 1.24	3.11 1.61	3.11 .76	57 \bar{X} SD	3.46 .98	5.48 .96	2.83 1.37	3.25 1.60	3.50 1.06
25. Perform command & liaison visits	20 \bar{X} SD	3.00 1.06	4.18 1.51	3.29 1.26	3.82 1.38	2.88 1.22	40 \bar{X} SD	4.06 1.24	4.94 1.29	2.56 1.41	3.19 1.68	3.24 1.03	27 \bar{X} SD	3.33 1.50	4.17 1.75	3.50 1.17	3.83 .94	3.00 1.04
26. Organize for combat operations	92 \bar{X} SD	4.12 1.40	6.44 1.83	2.85 1.25	3.51 1.50	4.38 1.06	83 \bar{X} SD	3.88 1.22	6.24 .90	3.09 1.63	3.61 1.82	4.33 .92	50 \bar{X} SD	3.05 1.21	5.96 1.33	3.44 1.16	3.87 1.49	4.22 .80
27. Implement withdrawals	35 \bar{X} SD	3.21 1.01	6.00 1.04	2.90 1.50	3.14 1.64	4.07 .94	20 \bar{X} SD	3.38 .74	6.25 .71	2.13 1.13	2.63 1.51	4.25 .71	16 \bar{X} SD	2.71 .76	5.57 1.51	3.71 1.38	4.43 1.99	4.14 1.07

- PSG
ARTEP (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
28. Implement & monitor Personnel Reliability Program	Not applicable						Not Applicable						Not Applicable					
29. Train & certify personnel for NBC weapons logistical movement	Not applicable						Not Applicable						Not Applicable					
30. Develop/establish perimeter defense	72	\bar{X} 3.17 SD .79	6.17	2.68	3.37	4.41	85	\bar{X} 3.24 SD .89	5.71	2.88	3.38	4.21	50	\bar{X} 2.50 SD 1.60	5.83	3.17	3.52	4.13
31. Monitor energy conservation program	58	\bar{X} 5.56 SD 1.38	5.25	2.45	2.61	3.35	45	\bar{X} 4.61 SD 1.75	5.33	2.50	2.65	3.61	52	\bar{X} 5.61 SD 1.08	5.22	2.48	2.52	3.57
32. Attend courts-martials	39	\bar{X} 2.13 SD .34	4.81	2.56	2.91	3.22	20	\bar{X} 2.38 SD .74	4.50	2.00	3.25	3.50	16	\bar{X} 2.43 SD .79	4.22	2.88	2.75	3.38
			1.42	1.56	1.63	1.36			1.41	1.20	2.44	1.41			2.05	1.89	1.67	1.19

Section Chief

General Unit Administration	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform ^a	F	I	O	DN	SC	% Who Perform ^b	F	I	O	DN	SC	% Who Perform ^c	F	I	O	DN	SC
1. Check to insure suspenses are met within the section	78 SD	5.61 .89	5.53 1.02	2.94 1.28	3.29 1.41	3.73 1.07	74 SD	5.76 1.02	6.17 .85	2.90 2.04	3.28 2.33	4.17 1.00	84 SD	5.89 .79	6.15 .91	3.28 1.57	3.79 1.73	4.17 1.02
2. Monitor bulletin board	90 SD	6.63 .62	5.93 1.21	1.83 1.02	1.93 1.10	3.69 1.14	85 SD	4.20 1.22	5.88 1.47	1.55 1.12	1.58 1.20	4.03 1.31	82 SD	6.24 .87	5.30 1.65	1.85 1.10	2.04 1.30	3.62 1.44
3. Receive and route correspondence	29 SD	5.44 .98	5.22 1.40	2.33 .91	2.56 .98	3.39 1.20	28 SD	6.27 .65	6.09 1.04	2.00 1.84	2.18 1.89	3.82 1.08	48 SD	6.22 .89	6.07 1.33	2.74 1.68	3.15 1.68	3.89 1.12
4. Analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	40 SD	4.68 1.46	5.08 1.08	3.16 1.18	3.64 1.47	3.42 .99	56 SD	5.09 1.48	6.05 .90	2.82 1.33	3.00 1.45	4.26 1.06	59 SD	6.15 1.09	6.27 .91	3.54 1.42	4.21 1.75	4.32 .98
5. Conduct personnel asset inventory with commander & ISG	37 SD	3.09 .73	5.78 .90	2.65 1.03	2.78 1.00	3.83 1.03	28 SD	3.27 1.01	5.27 1.79	2.27 1.42	2.46 1.37	3.55 1.37	29 SD	3.19 1.28	5.67 1.40	3.19 1.33	3.44 1.55	3.88 1.36
6. Update/maintain section alert roster	52 SD	4.52 1.15	6.31 .69	2.31 1.15	2.66 1.34	4.25 1.02	46 SD	4.67 1.37	6.58 .84	1.95 1.08	2.11 1.24	4.22 1.06	48 SD	3.96 .90	5.87 1.38	2.56 1.31	2.67 1.36	4.08 .91
7. Draft correspondence (letters, DF's, Memos, etc.)	22 SD	4.21 1.42	5.15 1.63	2.77 1.24	3.39 1.50	3.43 1.28	31 SD	5.17 1.47	6.08 1.08	2.08 1.24	2.50 1.45	3.63 1.03	63 SD	5.46 1.40	5.97 1.01	3.23 1.59	3.91 1.81	3.94 1.06
8. Draft changes & corrections; post changes & corrections for section SOP--input to ISG	62 SD	4.05 1.43	5.03 1.51	2.74 1.27	3.79 1.46	3.33 1.08	59 SD	4.00 1.76	5.48 1.20	3.39 1.75	4.13 1.63	3.87 1.06	68 SD	3.74 1.57	4.92 1.48	3.29 1.09	3.92 1.62	3.24 1.20

^an = 63
^bn = 39
^cn = 56

- Sec Ch
General Unit Administration (cont.)

	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	O	ON	SC
9. Prepare & maintain status boards & charts	40 X SD	5.24 1.48	5.84 1.25	2.36 1.22	2.52 1.19	4.00 1.19	46 X SD	5.67 1.20	6.39 1.20	2.11 1.61	2.39 2.03	3.94 1.20	66 X SD	5.78 1.03	5.81 1.27	2.95 1.53	3.14 1.64	4.09 1.01
10. Consolidate/prepare recurring reports--input to ISG	35 X SD	4.46 1.14	5.10 1.48	2.91 1.55	3.48 1.29	3.68 .95	33 X SD	4.92 1.44	5.69 1.11	2.92 1.94	3.46 1.90	3.93 1.32	54 X SD	5.13 1.46	5.47 1.50	3.17 1.29	4.00 1.66	3.77 1.33
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	11 X SD	3.29 1.11	4.71 1.50	2.86 1.22	2.86 1.35	3.71 1.25	15 X SD	6.00 .89	5.83 1.17	2.17 1.33	2.33 1.21	3.17 1.17	41 X SD	5.91 1.35	6.22 1.28	3.35 1.67	4.00 1.98	4.04 1.16
12. Develop inspection check-list	51 X SD	4.50 1.48	5.97 .82	2.28 1.05	2.31 1.03	3.75 .88	49 X SD	4.63 1.61	6.00 .94	2.11 1.20	2.42 1.68	3.79 .98	45 X SD	3.60 1.68	5.77 .91	3.42 1.24	3.89 1.42	3.80 1.04
13. Use the functional files maintained at the unit	29 X SD	4.67 1.28	4.61 1.34	2.11 1.08	2.56 1.42	3.22 1.17	28 X SD	5.09 1.30	5.18 1.25	2.54 1.64	3.09 1.87	2.82 1.25	52 X SD	6.00 1.13	5.86 1.25	2.52 .95	3.31 1.42	4.03 .98
14. Monitor fund drive collections in the section	24 X SD	3.53 1.25	4.27 1.58	1.93 1.10	2.13 1.87	3.00 1.25	10 X SD	2.50 .58	3.75 2.22	2.25 .96	2.25 .96	2.50 1.00	18 X SD	2.70 .82	3.70 .31	3.20 2.04	3.50 2.27	2.60 1.58
15. Supervise preparation of daily staff journal	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
16. Maintain a special activities calendar	35 X SD	4.86 .99	4.86 1.28	2.23 1.07	2.36 1.14	3.46 1.06	46 X SD	5.44 1.25	5.72 1.23	1.89 1.57	2.32 1.90	3.78 1.06	52 X SD	5.31 1.17	5.35 1.30	3.07 1.31	3.31 1.71	3.43 1.29
17. Supervise log of incoming/outgoing correspondence to PAC	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

- Sec Ch
General Unit Administration (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
18. Monitor suggestion program for section	65 X SD	4.78 1.28	4.98 1.17	2.66 1.28	3.02 1.28	3.14 1.03	49 SD	4.63 1.17	5.53 1.22	2.95 1.39	3.00 1.29	3.35 1.09	38 SD	4.48 1.63	5.19 1.08	2.91 1.04	3.43 1.50	3.14 1.11
19. Supervise requisition/maintenance of publications & blank forms for section	56 X SD	4.83 1.25	5.74 .92	2.77 1.19	3.31 1.16	3.80 1.08	74 SD	4.59 1.30	5.59 1.15	2.76 1.75	2.97 1.78	3.66 1.20	80 SD	4.71 1.38	5.69 1.38	2.93 1.57	3.67 1.75	3.82 1.11
20. Maintain (limited) military publication library	32 X SD	4.75 1.29	5.85 .93	2.70 1.26	3.10 1.59	3.85 .88	44 SD	5.47 1.33	5.88 .93	2.82 1.91	3.00 2.15	3.88 1.32	55 SD	5.19 1.42	5.84 1.34	3.13 1.57	3.52 1.52	3.97 1.11
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	Not Applicable						Not Applicable						Not Applicable					
22. Prepare & maintain reading files	11 X SD	3.71 1.25	5.43 .79	2.85 .90	2.85 .90	3.29 .49	26 SD	5.10 1.10	6.00 1.25	2.70 1.89	2.70 1.89	3.60 1.17	38 SD	4.95 1.47	5.52 1.37	3.24 1.70	3.38 1.69	3.81 .98
23. Provide input to unit historical report	10 X SD	3.83 1.17	5.00 1.27	2.83 .98	3.33 .52	3.83 .75	05 SD	4.00 2.83	3.50 .71	1.00 0.00	1.00 0.00	2.00 0.00	09 SD	3.60 1.67	4.20 1.30	2.60 .89	2.80 1.10	2.50 1.00
24. Monitor maintenance of duty roster maintained at PAC	Incorporated into Task #3						Incorporated into Task #3						Incorporated into Task #3.					
25. Supervise maintenance of leave control log	Not Applicable						Not Applicable						Not Applicable					
26. Supervise unit mailroom operations	Not Applicable						Not Applicable						Not Applicable					

- Sec Ch
General Unit Administration (cont.)

	Combat Arms					Combat Support					Combat Service Support										
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
27. Supervise the preparation & maintenance of SINPERS transactions, records & reports	Not Applicable						Not Applicable						Not Applicable								
28. Control issue of DD Form 714, Meal Card	Not Applicable						Not Applicable						Not Applicable								
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for Publications & blank forms)	Incorporated into Task #38						Incorporated into Task #38.						Incorporated into Task #38								
30. Prepare After-Action Reports	27	X	3.47	5.38	2.56	2.94	3.88	33	X	3.92	5.77	2.31	3.23	3.77	27	X	3.68	5.73	3.00	3.33	3.87
		SD	1.42	1.31	.89	.85	1.03		SD	.76	.83	1.18	1.79	.83		SD	1.16	1.10	1.41	1.40	.92
31. Draft messages	08	X	4.20	4.40	2.40	2.29	3.20	31	X	4.17	5.36	2.18	2.72	3.45	32	X	4.78	5.78	3.28	3.72	3.61
		SD	1.30	1.14	.55	.95	.84		SD	1.27	1.89	1.08	1.62	1.13		SD	1.31	1.06	1.32	1.49	1.09

- Sec Ch
Administration - Personnel

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Recommend approval/dis-approval of leave & pass request to ISG	92 \bar{X} SD	3.98 1.12	5.31 1.32	2.22 1.20	2.64 1.44	3.69 1.05	79 \bar{X} SD	3.97 1.11	5.39 1.75	2.07 1.36	2.10 1.45	3.50 1.48	82 \bar{X} SD	3.91 .99	5.37 1.50	2.46 1.55	2.72 1.76	3.53 1.14
2. Monitor unit duty roster for section members	73 \bar{X} SD	5.91 .89	5.66 1.39	1.98 1.27	2.22 1.37	3.46 1.03	77 \bar{X} SD	5.90 .96	5.90 1.24	1.93 1.08	1.97 1.19	3.36 1.50	70 \bar{X} SD	5.82 .82	5.51 1.43	2.10 1.31	2.21 1.28	3.70 1.20
3. Update section promotion eligibility roster	78 \bar{X} SD	3.92 .49	5.57 .98	2.35 1.18	3.22 1.46	3.58 1.07	72 \bar{X} SD	3.79 .63	5.71 1.21	2.61 1.73	2.86 1.53	3.42 1.07	59 \bar{X} SD	3.76 .87	5.36 1.30	2.88 1.05	3.46 1.48	3.42 1.17
4. Supervise Charge of Quarters (CI)	Not Applicable																	
5. Answer/refer inquiries concerning personnel actions for section members	68 \bar{X} SD	4.47 1.28	5.61 .88	2.67 1.21	2.98 1.19	3.58 .91	59 \bar{X} SD	5.04 1.19	5.83 2.30	2.30 1.19	2.48 1.20	4.04 1.02	57 \bar{X} SD	4.69 1.20	5.44 1.27	3.06 1.27	3.38 1.46	3.63 .89
6. Prepare & maintain counseling records	95 \bar{X} SD	4.23 .91	5.72 .98	2.77 1.20	3.83 1.25	3.73 1.18	90 \bar{X} SD	4.26 1.01	5.46 1.20	3.14 1.63	3.77 1.82	3.43 1.17	88 \bar{X} SD	4.08 1.10	5.39 1.22	3.37 1.17	3.80 1.27	3.55 1.28
7. Review & correct unit Personnel Information Roster as pertains to section members	56 \bar{X} SD	4.09 1.46	5.20 1.37	2.37 1.06	2.54 1.04	3.60 1.04	44 \bar{X} SD	4.06 1.52	5.35 1.50	2.24 1.56	2.24 1.64	3.00 1.37	48 \bar{X} SD	3.89 1.09	5.41 .97	2.59 1.19	3.04 1.58	5.56 .85
8. Answer/refer pay inquiries from section members	81 \bar{X} SD	3.75 .66	5.69 1.21	2.86 1.23	3.10 1.30	3.75 1.14	72 \bar{X} SD	3.75 1.01	5.82 1.47	2.18 1.54	2.21 1.57	3.56 1.37	68 \bar{X} SD	4.08 1.24	5.51 1.43	2.92 1.53	3.19 1.68	3.70 1.08
9. Guide/supervise the administrative inprocessing/out-processing of section members	57 \bar{X} SD	3.42 1.18	5.58 1.16	2.42 1.18	2.64 1.42	3.72 1.23	56 \bar{X} SD	3.14 1.08	5.55 1.30	1.96 1.13	2.09 1.19	3.64 1.43	54 \bar{X} SD	3.10 1.30	5.67 1.30	2.87 1.31	3.17 1.56	3.77 1.01

- Sec Ch
Administration - Personnel (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	D	DN	SC
10. Report AMOL soldiers	59 \bar{X} SD	3.19 1.79	5.95 1.25	2.22 1.27	2.47 1.50	4.27 1.05	51 \bar{X} SD	3.90 1.97	6.10 1.48	1.80 1.51	1.65 .99	4.32 1.11	46 \bar{X} SD	3.39 1.58	5.39 1.86	2.08 1.41	3.89 1.58	4.23 .86
11. Control section personnel visiting PAC	60 \bar{X} SD	4.97 1.26	5.16 1.18	2.24 .97	2.32 1.02	3.24 1.15	51 \bar{X} SD	5.40 1.23	5.20 1.67	2.75 1.83	2.75 1.83	3.15 1.42	45 \bar{X} SD	5.40 1.12	4.92 1.53	2.80 1.71	3.08 1.71	1.23
12. Screen Leave and Earnings Statement (LES) for potential pay problems	76 \bar{X} SD	4.00 .72	5.69 1.15	2.40 1.27	2.63 1.32	3.98 1.07	44 \bar{X} SD	4.06 .90	5.94 1.52	1.77 1.09	1.82 1.24	3.90 1.41	48 \bar{X} SD	4.26 .90	6.19 1.00	2.44 1.25	2.85 1.59	3.78 1.09
13. Prepare/update daily section personnel status report-input to ISG	60 \bar{X} SD	5.95 .87	5.95 .93	2.13 .96	2.40 1.20	4.08 1.10	38 \bar{X} SD	5.87 .64	6.13 1.19	2.07 1.35	2.13 1.64	4.33 1.05	43 \bar{X} SD	5.88 1.06	6.25 .68	2.46 1.47	2.92 1.61	4.17 1.13
14. Prepare sick slips (OA Form 689)	41 \bar{X} SD	4.54 .99	4.92 1.44	1.73 .92	1.85 .93	3.65 1.29	33 \bar{X} SD	4.46 1.39	4.23 1.96	2.00 .91	2.00 .91	3.31 1.38	30 \bar{X} SD	4.41 1.12	4.82 1.19	1.94 .90	2.12 .93	3.19 1.47
15. Initiate requests for orders	10 \bar{X} SD	3.50 1.38	5.33 .56	2.50 .50	2.50 .50	4.00 1.10	13 \bar{X} SD	3.00 1.40	5.80 .84	3.20 2.28	3.20 2.28	2.80 .84	29 \bar{X} SD	4.38 1.54	5.75 1.34	2.88 1.46	2.88 1.46	3.81 1.17
16. Report results of section inspections	56 \bar{X} SD	4.69 1.28	5.60 .91	2.54 1.20	2.86 1.19	3.89 .96	36 \bar{X} SD	4.86 1.56	5.78 1.19	2.43 1.83	2.57 1.87	3.79 1.25	39 \bar{X} SD	5.50 1.19	5.50 1.30	2.95 1.09	3.41 1.30	3.64 1.13
17. Supervise unit mail clerk/alternate mail clerk	Not applicable	Not Applicable																
18. Request flagging actions as pertain to section members	22 \bar{X} SD	2.86 1.10	5.36 1.39	2.79 .89	3.29 1.14	3.57 1.02	10 \bar{X} SD	4.25 2.06	5.00 2.83	2.25 1.50	2.50 1.92	4.00 2.00	18 \bar{X} SD	3.10 1.52	5.30 2.06	3.90 1.91	4.30 2.21	3.80 1.32
19. Supervise unit clerk	Not applicable	Not Applicable																

Administration - Personnel (cont.) - Sec Ch

	Combat Arms					Combat Support					Combat Service Support										
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	DN	SC			
	Not Applicable																	Not Applicable			
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)																					
21. Conduct meetings (briefings, discussions, seminars, etc.)	75	X	5.15	5.64	2.53	3.00	3.69	72	X	5.18	5.65	2.64	2.86	3.54	73	X	4.78	5.44	3.19	3.73	3.61
		SD	1.02	1.01	1.18	1.35	.95		SD	1.06	1.10	1.31	1.48	1.17		SD	1.15	1.18	1.10	1.29	1.30
22. Attend meetings (staff, commander, council, etc.)	76	X	5.08	5.52	2.31	2.46	3.98	77	X	5.20	5.21	2.10	2.38	3.47	86	X	5.15	5.15	2.81	3.00	3.47
		SD	1.07	1.17	1.11	1.67	.93		SD	1.10	1.32	1.42	1.59	1.14		SD	1.20	1.41	1.47	1.61	1.30
23. Attend promotion boards	11	X	2.71	5.14	3.14	3.29	3.57	08	X	2.33	3.33	2.67	2.67	2.33	23	X	2.77	5.46	3.00	3.77	3.46
		SD	.76	1.22	1.35	1.11	.98		SD	.58	2.08	1.53	1.53	.58		SD	.93	1.71	1.41	1.88	1.20

- Sec Ch
Supply

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	DN	SC
1. Monitor/check effectiveness of troop mess facility (sanitation, food preparation, etc.) input to ISG	35 X SD	4.96 1.36	6.00 .87	2.46 1.30	2.68 1.43	4.18 1.14	23 X SD	5.44 1.01	5.56 2.40	2.11 1.45	2.11 1.45	3.56 1.67	30 X SD	4.59 1.42	5.35 1.69	2.59 1.23	3.06 1.92	3.50 1.51
2. Evaluate effectiveness of section supply (economy, accountability, etc.)	41 X SD	4.54 1.36	5.54 .91	2.77 .99	2.81 1.23	3.89 1.03	49 X SD	5.00 1.11	5.53 1.39	2.63 1.50	2.79 1.69	3.68 1.25	50 X SD	5.43 1.35	5.57 1.45	3.46 1.48	3.79 1.73	3.82 1.16
3. Arrange to coordinate for transportation of personnel & equipment	57 X SD	4.69 1.35	5.81 .98	2.83 1.06	3.25 1.16	3.81 1.06	62 X SD	4.50 1.14	5.96 1.43	3.25 1.73	3.67 .33	3.88 1.12	63 X SD	4.97 1.52	5.77 1.09	3.43 1.38	3.77 1.55	3.94 1.00
4. Monitor/coordinate resupply operations	29 X SD	3.50 1.30	5.67 .91	2.39 .98	2.50 .99	4.00 .97	38 X SD	4.47 1.30	6.07 1.10	2.87 1.13	3.33 1.68	4.00 .31	39 X SD	5.05 1.53	6.32 1.00	3.77 1.90	4.14 1.96	4.10 1.14
5. Determine supply requirements	43 X SD	4.56 1.28	5.52 1.12	2.89 1.25	3.19 1.36	3.74 .81	56 X SD	4.77 1.23	5.68 1.21	2.68 1.67	3.09 1.63	3.82 1.05	68 X SD	5.24 1.05	5.95 1.11	2.92 1.42	3.18 1.52	3.87 1.15
6. Brief soldiers on the procedure they must follow regarding supply accountability	57 X SD	4.03 1.23	5.42 1.16	2.28 .91	2.36 .93	3.75 1.05	54 X SD	4.24 1.26	5.48 1.25	2.19 1.50	2.43 1.50	3.57 1.12	46 X SD	4.77 1.14	5.69 1.19	3.00 1.55	3.27 1.66	3.89 .95
7. Make recommendations regarding Reports of Survey	21 X SD	2.70 1.25	4.50 1.74	3.57 1.60	4.14 1.56	3.39 1.04	31 X SD	2.67 1.23	4.58 1.73	2.58 1.38	2.92 1.93	3.50 1.24	25 X SD	3.86 1.70	5.80 1.37	3.73 1.75	4.80 2.01	3.92 1.04
8. Check fire extinguishers	92 X SD	4.55 1.08	5.71 1.33	1.95 1.07	1.98 1.08	3.92 1.20	74 X SD	4.17 1.20	5.28 1.77	1.66 1.43	1.72 1.16	3.52 1.43	66 X SD	4.32 .88	5.30 1.97	1.84 1.07	2.03 1.34	3.78 1.32

- Sec Ch
Supply (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	DN	SC
9. Control equipment usage	100 X SD	6.30 .80	6.27 .92	2.94 1.40	3.51 1.50	4.33 .89	90 X SD	6.26 .82	6.20 1.23	2.71 1.60	3.40 1.83	4.09 1.16	86 X SD	5.71 1.46	5.39 1.77	2.83 1.47	3.54 1.72	4.00 1.26
10. Conduct physical inventory of section organizational property	87 X SD	3.98 1.16	6.06 .80	2.47 1.05	2.87 1.23	4.00 .92	82 X SD	4.00 1.39	5.88 1.41	2.36 1.64	2.58 1.91	3.84 1.21	71 X SD	3.53 1.28	5.80 1.22	2.78 1.56	3.98 1.80	3.87 1.11
11. Recommend Statement of Charges (IA Form 362)	67 X SD	3.24 .96	5.19 1.15	2.52 1.17	2.57 1.29	3.60 1.06	46 X SD	3.39 1.15	5.39 1.79	2.33 1.37	2.44 1.65	3.83 1.25	45 X SD	3.72 1.51	5.20 1.00	2.52 1.50	2.84 1.68	3.72 .84
12. Conduct inventory of personal effects & military equipment (to include absentees)	89 X SD	4.09 1.27	5.52 1.11	2.63 1.18	2.93 1.25	3.89 .92	77 X SD	4.20 1.21	5.63 1.50	2.80 1.61	2.83 1.68	3.80 .21	80 X SD	3.73 1.29	5.49 1.59	2.80 1.59	3.02 1.79	3.89 1.25
13. Inspect basic loads	65 X SD	4.10 1.30	6.10 .83	2.51 1.23	2.91 1.51	4.44 .74	49 X SD	4.47 1.07	5.88 1.05	2.59 1.46	2.71 1.57	3.94 1.31	48 X SD	4.19 1.11	5.82 1.15	2.70 1.35	3.00 1.41	3.77 1.14
14. Maintain hand receipts	84 X SD	4.51 1.44	6.23 .75	2.59 1.05	2.89 1.42	4.21 .93	74 X SD	5.10 1.26	6.18 .95	2.04 1.40	2.11 1.42	4.18 1.02	77 X SD	4.41 1.12	5.77 1.36	2.84 1.51	3.26 1.76	3.98 1.02
15. Monitor ration records & reports	Not Applicable						Not Applicable						Not Applicable					

- Sec Ch
Garrison Tasks

		Combat Arms					Combat Support					Combat Service Support										
		% Who Permit	F	I	D	ON	SC	% Who Permit	F	I	D	ON	SC	% Who Permit	F	I	D	ON	SC			
1.	Enforce standards of military discipline, courtesy & dress	100	X SD	6.51 .64	6.18 .96	2.56 1.38	2.95 1.45	4.21 .97	97 SD	X SD	6.32 1.09	6.05 1.31	2.37 1.65	2.42 1.59	4.06 1.16	95 SD	X SD	6.34 .73	5.76 1.19	2.87 1.26	3.32 1.40	3.98 1.10
2.	Monitor section health & welfare	89	X SD	5.39 1.49	6.16 .85	2.63 1.34	2.77 1.47	4.20 .90	77 SD	X SD	5.90 1.00	6.07 1.11	2.53 1.61	2.63 1.73	4.00 1.15	71 SD	X SD	5.03 1.54	5.60 1.17	2.70 1.24	2.93 1.40	3.73 1.06
3.	Determine projects & details for extra training of personnel	63	X SD	4.35 .95	5.25 1.26	2.38 1.03	2.90 1.19	3.25 1.01	59 SD	X SD	4.48 1.28	4.65 1.27	2.26 1.63	2.39 1.67	3.22 1.20	55 SD	X SD	4.16 1.13	5.16 1.32	2.71 1.35	3.19 1.74	3.07 1.09
4.	Brief newly assigned personnel on section missions & policies	92	X SD	3.72 1.45	6.03 .90	2.45 .94	2.67 1.32	3.91 1.01	90 SD	X SD	3.57 1.60	5.91 1.30	2.14 1.09	2.60 1.44	3.71 1.30	86 SD	X SD	3.02 1.12	5.96 1.05	2.44 1.34	2.79 1.51	3.79 .99
5.	Recommend judicial (court-martial) & non-judicial (Art 15) action to ISG/commander	65	X SD	2.88 1.12	5.67 1.07	2.58 1.04	2.85 1.05	3.80 .88	41 SD	X SD	3.38 1.59	5.31 1.49	2.94 1.73	3.44 2.00	3.75 1.57	55 SD	X SD	3.03 1.17	5.73 1.20	2.97 1.40	3.50 1.72	3.97 .96
6.	Visit personnel in hospital/confinement	59	X SD	2.76 1.21	5.68 1.16	2.43 1.26	2.54 1.19	3.46 1.26	41 SD	X SD	3.06 1.48	5.17 1.76	2.28 1.78	2.33 1.88	3.12 1.45	46 SD	X SD	5.27 1.28	5.85 .93	2.54 1.24	2.92 1.62	3.85 1.13
7.	Recommend nonpunitive (letters of reprimand, admonishment, etc.) disciplinary measures to ISG	62	X SD	3.15 1.01	5.34 1.07	2.74 1.39	3.11 1.55	3.97 .97	59 SD	X SD	3.39 1.31	5.09 1.68	2.57 1.59	2.70 1.94	3.39 1.31	55 SD	X SD	3.19 1.14	5.47 1.14	3.74 1.55	4.07 1.73	3.78 1.00
8.	Protect the rights of an accused or suspected individual	52	X SD	3.39 1.58	5.97 1.05	3.49 1.28	3.73 1.42	4.00 1.08	41 SD	X SD	4.44 2.03	6.00 1.55	2.38 1.26	2.38 1.26	3.88 1.59	32 SD	X SD	4.28 1.64	6.33 .49	3.39 1.79	3.50 1.92	4.26 1.15

- Sec Ch
Garrison Tasks(cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	ON	SC
9. Monitor relationships between unit officers & NCOs as pertains to the section	56 X SD	5.54 1.25	5.54 1.38	2.94 1.45	3.54 1.48	3.57 1.09	49 SD	5.90 1.10	5.74 1.66	2.78 1.56	2.78 1.59	3.61 1.54	45 SD	5.76 1.13	5.28 1.77	2.88 1.64	3.36 1.98	3.40 1.26
10. Explain local laws & regulations (e.g., Status of forces Agreement, City status, off-limit establishments, etc.) to section personnel	73 X SD	3.65 1.25	5.71 1.09	2.52 .91	2.65 1.12	3.93 1.10	69 SD	3.89 1.16	5.41 1.62	2.07 1.14	2.33 1.11	3.41 1.37	59 SD	3.70 .95	5.49 1.28	2.82 1.13	3.18 1.49	3.67 1.11
11. Inspect individual equipment for serviceability	98 X SD	4.52 1.17	6.08 .82	2.39 1.05	2.54 1.19	4.23 .94	90 SD	4.40 1.06	6.00 1.14	2.17 1.42	2.25 1.48	4.11 .96	84 SD	4.11 1.20	5.80 1.11	2.85 1.38	3.09 1.50	3.85 1.01
12. Assist in development of junior officers	27 X SD	5.24 1.48	6.12 .86	3.71 1.53	4.18 1.74	4.06 .97	28 SD	5.45 1.51	6.27 1.27	3.27 2.33	4.00 2.32	4.00 1.41	27 SD	4.87 1.51	5.53 1.46	3.60 1.24	3.80 1.37	3.67 1.11
13. Recommend pretrial confinement to 1SG	25 X SD	2.38 .89	4.81 1.60	2.75 1.53	3.69 1.58	3.56 .89	18 SD	2.29 .49	5.86 1.95	2.43 1.51	2.86 2.12	2.86 1.46	14 SD	2.88 1.13	4.75 1.39	4.00 1.41	4.25 1.67	2.75 1.28
14. Form & march section for drill & ceremonies	70 X SD	4.57 1.35	5.16 1.22	2.27 1.19	2.46 1.25	3.57 1.13	64 SD	4.32 1.22	4.44 1.85	1.84 1.18	1.80 1.19	2.72 1.34	55 SD	4.36 1.45	4.63 1.35	2.47 1.17	2.57 1.31	3.27 1.36
15. Assist in planning/cordination of ceremonies	17 X SD	2.46 .69	3.64 1.43	2.73 .65	2.90 .70	3.46 1.51	18 SD	2.86 1.07	4.86 2.17	2.57 1.62	2.50 1.76	2.57 .98	16 SD	2.89 1.05	4.79 1.99	3.11 1.17	4.00 1.58	3.44 .38
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743K) on bulletin board	Not Applicable	Not Applicable																

- Sec Ch
Garrison Tasks (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ	Not Applicable					Not Applicable					Not Applicable							
18. Train the guidon bearer	Not Applicable					Not Applicable					Not Applicable							
19. Plan/organize section reaction activities	46 X SD	3.88 1.30	5.33 1.14	2.36 1.25	2.76 1.28	3.49 1.06	33 X SD	3.62 1.12	4.54 1.76	2.54 2.03	2.54 2.03	2.31 1.32	39 X SD	3.64 1.14	4.96 1.33	2.86 1.13	3.05 1.13	3.00 1.23
20. Research/familiarize self with Manual for Courts-Martial	59 X SD	2.95 1.20	5.41 1.26	2.65 1.25	2.87 1.46	3.64 1.25	41 X SD	3.19 1.52	5.31 1.74	2.44 1.59	2.63 1.75	3.38 1.63	36 X SD	2.95 1.15	5.05 1.50	3.50 1.28	3.60 1.43	3.42 1.31
21. Monitor Unit Fund Council meetings & functions	14 X SD	4.00 .50	5.33 1.12	2.56 1.42	2.78 1.30	3.11 .78	08 X SD	3.67 .58	5.00 1.00	1.25 .50	1.67 .58	3.00 1.00	05 X SD	3.33 1.53	5.00 1.73	3.33 .58	3.33 .58	3.00 1.00
22. Assist commander to determine criteria for probable cause for search & seizure	27 X SD	3.41 1.42	5.75 1.13	2.19 .83	2.50 .89	3.75 .93	23 X SD	3.33 1.32	4.67 2.29	1.78 1.30	1.89 1.36	3.33 1.32	18 X SD	2.40 .70	6.09 1.38	3.82 1.54	3.91 1.87	4.30 .82
23. Monitor the preparation of sworn/unsigned statements	14 X SD	2.78 .97	4.44 .65	2.33 1.23	2.56 1.33	3.11 1.69	13 X SD	4.60 2.07	5.40 1.34	2.60 1.14	2.60 1.14	4.00 1.40	20 X SD	3.64 1.21	5.73 1.27	3.36 1.63	3.82 1.89	4.00 1.00
24. Brief soldiers on civilian-military relations	65 X SD	4.15 1.09	4.85 1.26	2.54 1.05	2.83 1.07	3.34 1.04	64 X SD	4.08 1.19	4.68 1.65	2.20 1.32	2.28 1.24	2.92 1.52	57 X SD	4.38 1.36	5.03 1.49	2.69 1.03	3.23 1.46	3.32 1.19
25. Implement human relations program for section	51 X SD	3.94 1.39	5.65 1.08	3.10 1.47	3.52 1.65	3.61 1.26	49 X SD	4.00 1.56	5.26 1.52	2.79 1.55	3.26 1.66	3.68 1.29	32 X SD	4.22 1.48	5.21 1.29	4.06 1.11	4.28 1.45	3.47 1.12

- Sec Ch

Garrison Tasks (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
26. Supervise section members' personal hygiene	83 SD	4.56	6.15	2.35	2.48	4.37	72 SD	5.75	6.14	2.29	2.29	3.93	70 SD	5.31	6.05	3.15	3.33	4.10
		1.32	.72	1.14	1.20	.84		.89	1.05	1.51	1.51	1.21		1.38	1.12	1.35	1.55	1.10
27. Support post/community details	68 SD	3.81	4.02	2.55	2.73	3.00	41 SD	3.75	3.75	2.44	2.63	2.31	54 SD	4.07	3.73	3.23	3.40	2.76
		1.12	1.79	1.34	1.55	1.26		1.69	1.69	1.63	1.96	1.45		1.82	2.12	1.89	1.98	1.46
28. Brief personnel on standards, traditions & duties in the Army	90 SD	4.54	5.68	2.28	2.39	3.70	77 SD	4.37	5.27	2.17	2.27	3.72	71 SD	4.65	5.68	2.58	2.93	3.65
		1.49	1.11	1.10	1.13	1.05		1.56	1.11	1.44	1.46	1.22		1.33	1.16	1.04	1.42	1.10

- Sec Ch
Tactical/Combat Tasks

		Combat Arms					Combat Support					Combat Service Support										
		% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC			
1.	Supervise preparation of section bivouac area	49	X SD	3.36 1.08	5.60 .97	2.67 .88	2.80 .76	3.67 .84	28	X SD	3.46 .52	5.91 1.38	3.18 1.54	3.36 1.86	3.75 1.14	25	X SD	2.71 .73	5.79 1.19	3.43 1.55	3.86 1.75	3.93 1.07
2.	Supervise section area security	70	X SD	5.30 1.61	5.82 1.00	2.50 1.09	2.68 1.20	3.80 1.00	82	X SD	5.75 1.24	6.00 1.24	2.06 1.24	2.19 1.33	4.19 1.20	55	X SD	5.90 1.22	6.19 1.20	2.45 1.31	3.07 1.65	4.10 .94
3.	Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.) for section	83	X SD	3.56 1.23	6.25 .79	2.46 1.20	2.69 1.34	4.39 .82	74	X SD	3.86 1.06	5.90 1.26	2.52 1.55	2.72 1.58	3.82 1.09	41	X SD	2.91 1.08	5.70 1.02	3.17 1.44	3.35 1.53	4.00 1.09
4.	Organize/supervise the MUAA/IUA (trains) area	06	X SD	4.00 1.41	6.00 1.16	2.50 1.29	3.25 .96	4.25 .96	03	X SD	3.00 0.00	6.00 0.00	3.00 0.00	3.00 0.00	3.00 0.00	05	X SD	3.00 1.00	5.33 1.53	3.67 1.16	4.67 1.53	3.72 1.21
5.	Direct clearing of previously occupied section area	48	X SD	4.27 1.76	5.27 1.20	2.43 1.14	2.47 1.07	3.53 1.07	31	X SD	3.92 1.17	4.83 1.59	2.33 1.23	2.33 1.23	3.25 1.49	27	X SD	4.47 1.89	5.20 1.61	3.07 1.67	3.20 1.82	3.69 1.32
6.	Implement/supervise preparation of advance party	38	X SD	3.75 1.51	5.60 1.19	2.64 1.22	2.72 1.10	3.88 1.13	31	X SD	3.41 .79	5.67 1.16	3.25 1.66	3.17 1.95	3.58 1.24	27	X SD	3.00 .85	5.60 1.18	2.87 1.41	3.33 1.76	3.87 1.13
7.	Inspect field fortifications	48	X SD	3.70 1.34	5.40 1.35	2.93 1.17	3.23 1.41	3.73 1.08	33	X SD	3.39 1.45	5.31 1.38	2.23 1.17	2.50 1.09	3.62 1.12	18	X SD	3.10 1.20	5.30 1.25	2.90 .99	3.40 1.27	3.70 1.06
8.	Implement field sanitation activities for section	44	X SD	3.32 1.16	5.86 .80	2.43 1.03	2.57 .96	4.04 .84	31	X SD	3.67 .78	5.83 1.27	2.08 1.04	2.17 1.12	4.25 1.14	25	X SD	3.27 1.86	6.21 .98	3.50 .94	3.93 1.54	3.92 1.17
9.	Implement/review operations orders for impact on section capabilities	81	X SD	4.49 1.21	5.43 .90	3.08 .96	4.14 1.44	3.77 .96	85	X SD	4.36 1.50	6.06 .97	3.18 1.29	4.27 1.55	4.13 .94	70	X SD	5.08 1.37	5.90 1.05	3.33 1.03	4.39 1.41	3.97 1.04

Tactical/Combat Tasks

		Combat Arms										Combat Support										Combat Service Support																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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- Sec Ch
Health and Welfare

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	DN	SC
1. Counsel personnel with disciplinary problems	100 \bar{X} SD	4.92	5.83	3.10	4.03	4.16	90 \bar{X} SD	4.26	6.09	3.11	3.53	4.03	93 \bar{X} SD	4.42	5.94	3.56	4.19	3.85
2. Counsel personnel facing personal/financial problems	90 \bar{X} SD	3.65	5.75	3.12	3.40	3.83	72 \bar{X} SD	4.07	5.96	2.32	2.54	4.07	77 \bar{X} SD	3.84	5.86	3.21	3.51	4.00
3. Counsel military personnel on job performance (good & bad)	97 \bar{X} SD	4.89	6.21	2.36	2.67	4.10	92 \bar{X} SD	4.86	6.08	2.50	2.67	3.91	95 \bar{X} SD	4.81	6.21	2.94	3.28	4.09
4. Counsel personnel concerning personnel actions	83 \bar{X} SD	4.39	5.86	2.67	3.00	3.77	90 \bar{X} SD	4.51	5.80	2.40	2.63	3.86	79 \bar{X} SD	4.39	5.84	3.28	3.63	3.82
5. Make appointments for section enlisted personnel (medical, chaplain, IG, AER, etc.)	54 \bar{X} SD	4.24	5.53	2.62	2.77	3.36	31 \bar{X} SD	4.42	6.25	2.00	2.00	4.00	43 \bar{X} SD	4.46	5.83	3.13	3.42	3.67
6. Prepare rater's/indorser's section of EFK	63 \bar{X} SD	2.28	5.78	3.46	3.98	4.05	49 \bar{X} SD	2.52	5.32	3.00	3.05	3.68	64 \bar{X} SD	2.44	5.94	3.61	4.06	3.94
7. Monitor/supervise section weight control program	38 \bar{X} SD	4.29	4.92	2.58	2.75	3.63	21 \bar{X} SD	3.63	4.11	2.22	2.33	2.88	11 \bar{X} SD	4.50	4.17	2.33	1.83	3.00
8. Supervise the section enlisted sponsorship program	29 \bar{X} SD	3.94	5.94	2.17	2.44	4.05	31 \bar{X} SD	3.00	5.77	1.85	1.92	3.75	23 \bar{X} SD	3.31	6.00	3.40	3.54	3.77

Health and Welfare (cont.) - Sec Cn

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Write letters of welcome to newly assigned section personnel	44 X SD	2.29 .06	5.11 1.32	2.82 1.22	2.79 1.24	3.64 1.10	36 X SD	2.21 .43	4.86 2.18	2.00 .88	2.00 3.43	50 X SD	2.64 .79	5.21 1.66	3.39 1.23	3.82 1.50	3.68 1.16	
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	89 X SD	5.00 1.28	4.29 1.57	2.82 1.30	3.18 1.31	2.76 1.13	69 X SD	5.00 1.66	4.48 1.76	2.82 1.82	3.26 2.01	79 X SD	5.18 1.45	4.52 1.66	3.36 1.62	3.57 1.81	3.40 1.26	
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	Not Applicable						Not Applicable						Not Applicable					
12. Apply motivational (rewards & punishments) techniques	73 X SD	5.02 1.26	5.77 .98	2.89 1.26	3.32 1.42	3.84 1.05	62 X SD	5.13 1.33	5.83 .92	2.79 1.44	3.08 1.67	63 X SD	5.09 1.50	5.71 .89	3.29 1.49	3.77 1.70	3.66 1.03	
13. Supervise/monitor conduct of counseling in the section	87 X SD	4.84 1.09	5.49 1.14	2.84 1.30	3.38 1.42	3.76 .93	82 X SD	4.59 1.01	5.69 .93	3.25 1.57	3.72 1.59	70 X SD	4.67 1.36	5.77 1.04	3.15 1.16	3.85 1.55	3.72 1.15	
14. Conduct referrals to agencies	22 X SD	3.93 1.33	5.57 1.09	2.14 1.03	2.43 .94	3.50 1.09	31 X SD	4.00 1.86	5.58 1.08	2.00 1.13	2.33 1.37	16 X SD	4.44 1.59	6.22 1.28	3.89 1.45	3.89 1.45	3.22 .92	
15. Assist in career planning & personal development	68 X SD	4.56 1.30	5.49 1.08	3.00 1.27	3.40 1.43	3.86 1.03	59 X SD	4.39 1.78	5.91 1.20	2.78 1.45	3.09 1.81	68 X SD	4.47 1.39	5.61 1.08	3.45 1.45	3.90 1.57	3.71 1.11	

- Sec Ch
Group Management

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction to ISG	95 X SD	3.73 .71	5.97 .93	2.44 1.21	2.66 1.43	4.12 1.02	72 SD	3.79 1.07	5.93 1.09	2.39 1.62	2.64 1.70	3.85 1.20	84 SD	3.66 1.09	6.02 .93	2.67 1.36	2.95 1.51	4.02 .86
2. Recommend to ISG approval/disapproval of personnel actions (NA Form 4187)	37 X SD	3.48 1.12	5.44 1.27	2.35 1.07	2.70 .88	3.83 1.03	26 SD	3.90 1.37	5.70 1.49	2.10 1.29	2.20 1.62	3.60 1.17	32 SD	4.06 1.47	5.33 1.28	3.00 1.65	3.33 1.75	3.56 1.29
3. Prepare EER & review for accuracy & completeness	71 X SD	2.22 .52	5.82 1.42	3.36 1.45	4.20 1.34	4.13 .97	54 SD	2.43 .68	5.38 3.05	3.05 1.75	3.19 1.75	3.52 1.44	63 SD	2.49 1.01	5.94 1.33	3.89 1.45	4.24 1.42	3.82 1.31
4. Recommend personnel for administrative elimination to ISG	40 X SD	2.72 1.02	5.68 1.07	2.56 1.19	2.80 1.35	3.64 1.15	33 SD	3.31 1.44	5.23 1.64	2.31 1.32	3.00 1.83	3.39 1.50	32 SD	3.06 1.43	5.67 1.03	3.11 1.78	3.28 1.74	4.00 1.03
5. Recommend personnel for special/additional duties	44 X SD	3.32 1.22	4.61 1.26	2.29 1.18	2.82 1.57	3.25 .92	41 SD	3.69 1.01	4.19 1.64	2.19 1.68	2.31 1.82	2.81 1.11	48 SD	3.41 1.31	4.26 1.88	2.50 1.50	2.92 1.74	3.96 .25
6. Monitor awards & decorations program for section members	75 X SD	3.45 1.33	5.43 1.23	2.81 1.19	3.11 1.31	3.62 .95	59 SD	3.52 1.24	5.04 1.55	2.61 1.73	2.96 2.06	3.09 1.13	57 SD	3.50 1.44	5.63 1.21	2.88 1.50	3.06 1.59	3.56 .88
7. Recommend to ISG duty assignment for newly assigned personnel	32 X SD	3.30 1.08	5.53 1.07	1.95 .91	2.40 1.43	3.84 .96	10 SD	2.75 .50	5.50 1.29	2.25 1.50	2.50 1.92	3.25 1.50	38 SD	5.29 1.27	5.19 1.37	2.48 1.03	2.81 1.12	3.36 1.22
8. Review/correct unit manning report	Not Applicable					Not Applicable					Not Applicable							
9. Recommend reassignment of section personnel	30 X SD	2.53 1.07	5.11 1.02	2.83 1.38	3.39 1.65	3.44 .98	26 SD	2.50 .85	5.10 1.73	2.50 2.01	2.90 2.18	3.50 1.51	45 SD	3.36 1.60	5.75 1.48	3.34 1.84	2.90 1.21	3.72 1.14

- Sec Ch
Group Management (cont.)

	Combat Arms					Combat Support					Combat Service Support									
	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	O	DN	SC		
10. Counsel personnel on SOT (e.g., preparation, scoring, importance, etc.)	83 X SD	3.27 1.48	5.98 1.00	2.75 1.10	3.02 1.37	3.85 1.06	72 X SD	3.61 1.75	6.00 1.25	2.46 1.48	2.61 1.69	3.79 1.23	52 X SD	3.76 1.60	6.10 1.00	3.00 .95	3.30 1.12	3.97 1.13		
11. Review administrative elimination proceedings	Not Applicable					Not Applicable					Not Applicable					Not Applicable				
12. Prepare/review section enlisted personnel rating schedule	44 X SD	3.07 .94	5.31 1.32	2.50 1.18	2.65 1.64	3.70 .95	36 X SD	3.00 1.11	4.64 2.21	1.79 1.05	1.71 1.07	3.07 1.39	45 X SD	3.20 1.23	5.36 1.38	2.97 1.49	3.16 1.60	3.54 1.22		
13. Recommend personnel for MOS reclassification	13 X SD	2.25 .71	5.00 1.29	2.71 .95	3.57 .79	3.13 .64	21 X SD	3.63 2.07	4.88 2.23	2.00 1.20	2.00 1.20	3.50 1.51	16 X SD	3.11 1.69	5.89 1.27	4.22 1.72	4.78 1.39	4.22 .83		
14. Identify section members for whom an EER is due	40 X SD	2.80 1.12	6.12 .93	2.50 .93	2.60 1.00	3.92 1.12	33 X SD	3.00 1.16	5.85 1.41	2.08 1.04	2.08 1.04	3.92 1.12	43 X SD	3.08 1.44	6.00 1.02	2.83 1.20	3.17 1.47	3.83 1.09		
15. Provide input to TOE/TDA changes	16 X SD	3.00 1.16	5.20 1.32	2.10 1.20	2.20 1.14	3.80 1.14	21 X SD	2.88 1.13	5.63 1.06	2.63 1.19	3.00 1.61	3.50 1.20	29 X SD	3.25 1.61	6.25 .68	3.50 1.90	3.81 2.01	4.19 .91		
16. Write/provide input for recommendations for awards/decorations	87 X SD	2.91 1.06	5.50 1.31	2.95 1.37	3.45 1.96	3.75 1.07	74 X SD	3.31 1.00	5.14 1.40	2.62 1.64	2.79 1.90	5.38 1.37	84 X SD	3.17 1.13	5.60 1.08	3.67 1.54	3.98 1.73	3.74 .95		
17. Prepare/review military personnel job descriptions	27 X SD	4.65 1.62	5.00 1.78	2.67 .91	3.22 1.11	3.53 1.07	38 X SD	4.07 1.49	5.13 1.81	2.73 2.05	2.80 2.11	3.07 1.39	36 X SD	4.05 1.47	5.68 1.06	3.00 1.37	3.27 1.59	3.57 1.07		
18. Provide input to manpower survey documentation	27 X SD	3.53 1.46	4.71 1.31	3.00 1.14	3.06 1.03	3.41 1.06	15 X SD	3.00 1.67	4.50 2.26	2.33 1.97	2.00 1.27	3.17 1.84	25 X SD	3.79 1.67	5.64 1.15	3.29 1.38	3.71 1.68	3.50 1.40		

- Sec Ch
Group Management (cont.)

	Combat Arms						Combat Support						Combat Service Support						
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	
19. Help section members prepare (A Form 4187, Personnel Actions)	30 SD	3.68 1.00	5.21 1.13	2.84 1.02	3.05 .91	3.40 .88	23 SD	4.44 1.67	5.75 1.75	2.13 1.46	1.63 .92	2.89 1.05	38 SD	4.19 1.72	5.43 1.63	3.00 1.82	3.29 1.93	3.36 1.33	
20. Prepare military personnel job descriptions	Incorporated into Task #138	Incorporated into Task #138						Incorporated into Task #138						Incorporated into Task #138					
21. Prepare/review civilian evaluation reports	Not Applicable	Not Applicable						Not Applicable						Not Applicable					
22. Provide personnel services	59 SD	5.32 1.23	5.05 1.39	2.86 1.44	3.08 1.42	3.46 1.10	62 SD	5.71 1.20	5.21 1.48	2.08 1.41	2.38 1.69	3.38 1.41	45 SD	6.16 .90	5.36 1.66	3.00 1.83	3.40 1.87	3.68 1.31	

- Sec Ch
Training

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	O	ON	SC
1. Conduct NCO calls within section	44 X SD	4.04 1.20	5.15 1.20	2.19 1.24	2.30 1.33	3.26 1.06	38 X SD	4.80 1.52	5.73 1.44	2.20 1.47	2.13 1.51	3.56 1.37	41 X SD	4.52 1.34	5.68 .84	3.00 1.35	3.14 1.46	3.67 1.27
2. Recommend personnel to attend service schools/ additional or specialized training	84 X SD	3.83 1.12	5.85 .98	2.39 1.26	2.65 1.36	3.81 .94	59 X SD	3.65 1.40	5.70 1.02	2.52 1.65	2.74 1.66	3.70 1.15	70 X SD	3.54 1.19	5.59 1.04	2.82 1.30	3.13 1.51	3.54 1.12
3. Provide input to training schedules	70 X SD	4.59 .90	5.84 .94	2.43 1.17	2.80 1.36	4.00 1.00	51 X SD	5.05 1.00	6.35 .88	2.75 1.48	3.25 1.80	4.15 1.18	43 X SD	4.25 .90	5.50 1.06	3.17 .24	3.58 1.41	3.83 .87
4. Provide input for planning of unit NCO training to ISG	40 X SD	4.04 1.24	5.48 1.19	2.72 1.28	3.08 1.26	3.71 1.20	26 X SD	4.50 .97	5.90 .99	2.60 2.01	2.70 2.16	3.20 1.14	30 X SD	3.94 1.14	5.29 1.16	2.94 1.25	3.41 1.66	3.53 1.07
5. Develop/supervise physical fitness training/program in section	68 X SD	5.35 1.04	5.93 .91	2.51 1.22	2.78 1.13	3.82 1.02	62 X SD	5.25 .94	5.40 1.63	2.20 1.47	2.32 1.55	3.92 1.18	54 X SD	4.93 1.26	5.03 1.79	2.77 1.31	3.23 1.50	3.27 1.48
6. Provide training guidance to subordinates	77 X SD	5.25 1.16	5.78 1.05	2.57 1.08	2.90 1.10	3.83 1.00	79 X SD	5.58 1.39	6.03 .80	2.55 1.52	2.94 1.90	3.70 1.32	71 X SD	5.00 1.30	5.88 .99	2.95 1.55	3.43 1.72	3.69 .98
7. Monitor subordinates' attainment of OA minimum civilian education goals	67 X SD	3.55 1.06	5.74 1.01	2.57 1.04	2.74 1.19	3.76 .88	38 X SD	4.27 1.44	5.33 1.59	2.47 .99	2.60 1.12	3.93 1.44	52 X SD	3.79 1.32	5.72 1.07	2.79 1.15	3.10 1.35	3.41 .95
8. Instruct section members on relationship between soldiers' manuals, SQT's, & AKIP's	84 X SD	4.40 1.36	5.85 1.00	2.66 .96	2.89 1.19	3.98 .98	77 X SD	4.63 1.13	5.87 .86	2.37 1.35	2.50 1.48	3.80 1.22	63 X SD	4.17 1.29	5.63 1.56	2.91 1.60	3.26 1.67	3.74 1.25
9. Critique deficiency of section enlisted instructors	57 X SD	4.44 1.21	5.64 .96	2.72 1.19	2.94 1.09	3.72 1.00	54 X SD	4.76 1.14	5.29 1.45	2.52 1.50	2.71 1.71	3.57 1.43	41 X SD	4.26 1.29	5.00 1.41	2.96 1.43	3.35 1.72	3.26 1.29

- Sec Ch
Training (cont.)

		Combat Arms				Combat Support				Combat Service Support			
		% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Evaluate training effectiveness to determine if commanders' training objectives are met	71	X SD	4.98 1.44	5.98 1.14	2.71 1.04	2.96 1.09	4.04 .93	59 SD	5.78 1.20	5.96 1.33	2.44 1.53	2.70 1.80	4.09 1.13
									4.78 SD	5.29 1.23	3.14 1.40	3.47 1.63	3.97 .95
11. Implement/conduct training to correct individual deficiencies in section	90	X SD	5.51 1.12	6.10 .74	2.72 1.32	3.09 1.49	4.25 .83	87 SD	4.97 1.09	5.94 1.01	2.62 1.56	2.85 1.67	3.77 1.13
									5.05 SD	5.96 .91	3.18 1.47	3.52 1.59	3.89 1.08
12. Conduct train-the-trainer sessions for section NCOs	44	X SD	3.89 1.13	5.77 1.09	2.78 1.37	3.11 1.34	3.96 .98	38 SD	4.27 1.39	6.00 1.65	2.60 1.30	2.93 1.67	3.87 1.64
									3.85 SD	5.60 1.27	3.50 1.43	4.15 1.46	3.87 1.13
13. Identify & enforce training safety requirements	86	X SD	5.64 1.03	6.33 1.06	2.76 1.37	3.04 1.45	4.45 .70	79 SD	5.77 1.36	6.29 1.24	2.32 1.51	2.45 1.67	4.13 1.31
									5.46 SD	6.00 1.00	2.83 1.36	3.09 1.52	4.21 1.10
14. Insure section members attend unit training	97	X SD	5.61 1.14	5.98 .87	2.64 1.16	2.80 1.21	4.03 1.08	87 SD	5.27 .83	5.97 .94	2.41 1.71	2.50 1.80	3.91 1.21
									4.96 SD	5.36 1.43	2.84 1.61	3.06 1.79	3.68 1.15
15. Plan section collective training	79	X SD	4.94 1.13	5.94 .84	2.86 1.22	3.28 1.28	3.98 1.05	72 SD	4.68 1.19	5.71 1.21	2.68 1.77	3.04 1.69	3.89 1.20
									4.61 SD	5.77 .90	3.26 1.57	3.65 1.87	3.58 1.15
16. Review training performance objectives	68	X SD	4.70 1.30	5.83 .96	2.79 1.28	3.12 1.45	3.79 .95	62 SD	5.04 1.08	5.83 1.31	2.29 1.40	2.38 1.44	3.70 1.22
									4.36 SD	5.64 1.09	2.73 1.08	3.14 1.42	3.64 1.09
17. Provide input to unit Master training forecast	32	X SD	4.00 1.12	5.60 1.05	2.75 1.33	2.80 1.15	3.80 1.11	23 SD	4.78 .83	6.33 .71	2.78 2.05	3.33 2.65	3.78 1.30
									4.06 SD	5.61 1.20	3.22 1.44	3.39 1.46	3.67 .97
18. Conduct critiques of section training	75	X SD	4.92 1.20	5.79 .93	2.70 1.00	2.98 .97	3.63 1.03	62 SD	4.63 1.28	5.54 1.41	2.08 1.28	2.33 1.58	3.50 1.35
									4.37 SD	5.56 1.16	2.89 1.19	3.22 1.45	3.33 1.24

- Sec Ch
Training (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	O	DN	SC
19. Evaluate individual training for section personnel	76 X SD	5.00 1.29	6.04 .77	2.51 1.04	2.85 1.26	3.96 1.01	62 X SD	4.96 1.33	5.71 1.08	2.17 1.49	2.54 1.79	3.88 1.12	61 X SD	4.97 1.03	5.91 .90	2.77 1.44	3.09 1.62	3.62 .99
20. Organize/implement section SOI study program	79 X SD	4.14 1.55	6.10 1.06	2.84 1.35	3.20 1.51	3.58 1.35	72 X SD	3.82 1.52	6.18 1.06	2.68 1.77	2.86 1.98	4.11 1.13	57 X SD	4.59 1.43	6.25 .92	3.34 1.84	3.57 1.92	4.03 1.16
21. Plan use of available training time	86 X SD	5.43 .98	5.94 .81	3.00 1.43	3.26 1.56	3.89 .93	74 X SD	5.52 .91	5.90 .94	2.69 1.71	2.97 1.84	3.71 1.15	68 X SD	4.95 1.11	5.84 .89	3.16 1.57	3.42 1.70	3.95 .96
22. Coordinate section training	83 X SD	5.35 1.08	5.98 1.08	2.83 1.13	3.14 1.30	4.12 .92	92 X SD	5.11 1.41	5.92 1.27	2.75 1.63	3.08 1.81	4.06 .97	75 X SD	4.83 1.01	5.79 .93	2.91 1.48	5.21 1.60	3.60 1.06
23. Supervise section collective training	84 X SD	5.66 .83	5.89 .95	2.68 1.24	2.83 1.22	4.11 1.05	82 X SD	5.00 1.34	5.75 1.08	2.47 1.70	2.78 1.70	3.77 1.33	66 X SD	4.95 1.13	5.79 1.03	2.84 1.30	3.27 1.43	3.79 1.06
24. Implement tasks for incremental weather training	62 X SD	3.85 1.29	5.32 1.17	2.53 1.13	2.87 1.38	3.66 .91	46 X SD	3.67 1.33	5.06 1.89	2.56 2.15	2.56 2.15	3.39 1.42	27 X SD	3.73 1.34	5.33 1.50	3.00 1.25	3.13 1.41	3.33 1.18
25. Select performance objectives based on commander's & SOI training guidance	75 X SD	4.47 1.28	6.02 .77	2.79 1.30	3.00 1.45	3.98 .92	44 X SD	5.00 1.41	6.18 1.02	2.65 1.69	2.77 1.86	3.71 1.11	39 X SD	4.18 1.14	5.77 .87	3.59 1.50	3.91 1.51	3.59 1.10
26. Designate & train enlisted training instructors for section	75 X SD	4.66 1.45	5.70 1.16	2.94 .90	3.55 1.23	3.98 .95	72 X SD	4.50 1.32	5.57 1.26	2.64 1.59	3.18 1.87	3.68 1.47	52 X SD	4.41 1.43	5.97 .87	3.21 1.40	3.97 1.70	3.76 1.24
27. Coordinate section training support	60 X SD	4.63 1.28	5.71 1.18	2.92 1.24	3.34 1.26	3.71 1.09	74 X SD	4.69 1.31	5.48 1.38	2.52 1.72	2.69 1.79	3.82 1.31	61 X SD	4.53 1.33	5.50 1.29	3.15 1.52	3.41 1.69	3.26 1.29
28. Conduct a performance oriented training session (individual & collective)	97 X SD	5.08 1.07	5.82 1.02	2.95 1.12	3.97 1.20	4.05 1.16	95 X SD	4.84 .96	6.00 1.03	3.00 1.56	3.89 1.78	4.13 1.07	88 X SD	4.80 1.46	5.55 1.24	2.98 1.07	4.18 1.29	3.53 1.21

- Sec Ch
Training (cont.)

		Combat Arms					Combat Support					Combat Service Support										
		% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC			
29.	Determine required support for training	54	X SD	4.77 1.23	5.88 .81	3.24 1.18	3.60 1.38	4.06 .85	62	X SD	4.75 1.03	5.92 1.14	2.75 1.23	3.21 1.59	3.75 1.29	45	X SD	4.40 1.35	5.46 1.24	3.42 1.60	4.23 1.48	3.60 1.00
30.	Supervise section OJT program	54	X SD	5.27 1.58	5.91 1.26	2.74 1.40	3.59 1.42	3.86 1.06	62	X SD	5.50 1.64	5.88 1.30	3.92 1.50	3.46 1.69	3.71 1.37	70	X SD	4.97 1.87	5.95 1.03	3.49 1.41	4.08 1.66	4.08 .98
31.	Prioritize tasks selected for training in section	67	X SD	4.93 1.20	5.98 .87	2.67 1.05	3.00 1.31	3.81 .94	62	X SD	5.42 1.10	6.21 .88	2.46 1.47	2.75 1.70	4.12 1.23	46	X SD	5.04 1.11	6.08 .80	3.19 1.36	3.58 1.53	3.72 1.10
32.	Plan, supervise & conduct individual training	90	X SD	5.37 1.06	5.93 .90	2.70 1.13	3.11 1.29	4.17 .90	85	X SD	5.06 1.17	5.91 1.13	2.73 1.76	2.97 1.79	4.00 1.06	84	X SD	4.72 1.17	5.83 .94	3.23 1.46	3.40 1.61	3.83 .87
33.	Identify/review & use training publications	75	X SD	4.70 1.14	5.53 1.12	2.83 1.15	3.00 1.30	3.70 1.17	72	X SD	5.07 1.27	5.85 .95	2.48 1.42	2.78 1.60	3.43 1.32	57	X SD	5.13 1.50	5.91 1.28	3.09 1.53	3.56 1.74	3.79 1.08
34.	Plan section individual training	89	X SD	5.05 .90	6.16 .68	2.68 1.19	2.98 1.38	4.16 .93	82	X SD	5.06 1.01	6.00 .94	2.73 1.44	3.09 1.68	3.97 1.13	75	X SD	4.45 1.04	5.74 .89	3.17 1.48	3.43 1.61	3.64 1.06
35.	Evaluate collective training, using ARIEP evaluation standards	60	X SD	3.26 1.45	6.11 1.01	2.82 1.27	3.08 1.36	4.21 .91	41	X SD	3.38 1.15	6.00 .82	3.00 1.75	3.63 2.00	3.71 1.21	20	X SD	3.09 1.45	5.82 1.33	3.91 1.45	4.55 1.29	3.82 1.17
36.	Prepare, supervise & conduct a performance oriented training session (individual and collective)	94	X SD	4.70 1.13	5.73 1.13	2.93 1.26	3.42 1.40	4.19 .90	97	X SD	4.74 1.23	5.78 1.29	2.89 1.79	3.41 2.05	3.92 1.19	77	X SD	4.51 1.20	5.47 1.22	3.33 1.32	3.93 1.40	3.70 1.06
37.	Draft/review a training outline	60	X SD	4.55 1.27	5.50 .98	2.76 1.22	3.16 1.13	3.68 .87	51	X SD	4.60 1.05	5.63 1.01	3.26 1.79	3.63 2.01	3.40 1.27	43	X SD	4.04 1.30	5.42 1.21	3.13 1.51	3.75 1.68	3.21 1.10
38.	Implement an OJT training program	30	X SD	4.32 1.77	5.95 .85	2.63 1.17	3.05 1.35	3.79 .86	51	X SD	4.35 1.84	6.15 1.35	2.55 1.51	2.70 1.69	3.84 1.34	52	X SD	3.45 1.43	5.79 .94	3.55 1.18	3.79 1.47	3.52 1.16

- Sec Ch
Training (Cont.)

		Combat Arms					Combat Support					Combat Service Support									
		% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	DN	SC		
39.	Incorporate multi-echelon collective training in training program (e.g., concurrent training)	40	X SD	4.44 1.26	5.75 .85	3.13 1.30	3.54 1.18	3.53 1.35	21 SD	X SD	4.00 1.41	5.44 1.67	3.11 1.97	3.22 2.28	23 SD	X SD	4.08 1.38	6.15 .99	3.46 1.81	3.69 1.93	3.31 1.25
40.	Conduct training briefings	44	X SD	4.82 1.42	5.68 .95	2.68 .95	2.96 .92	3.89 1.07	56 SD	X SD	4.59 1.05	5.64 1.05	2.09 1.48	2.32 1.86	38 SD	X SD	3.91 1.04	5.33 1.20	2.95 1.36	3.19 1.50	3.52 1.29
41.	Record results of training	71	X SD	5.40 1.18	6.20 .99	2.64 1.26	2.96 1.40	3.96 1.13	64 SD	X SD	5.12 1.17	5.96 1.02	2.20 1.63	2.36 1.60	50 SD	X SD	4.57 1.20	5.75 1.04	2.68 1.47	2.89 1.62	3.57 1.17

- Sec Cn
Maintenance

		Combat Arms					Combat Support					Combat Service Support										
		% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
1.	Inspect section buildings & grounds/area	86	X SD	6.48 .54	5.48 1.27	2.20 1.23	2.48 1.31	3.60 1.19	74 SD	X SD	6.21 .90	5.28 1.76	2.50 1.50	2.50 1.53	3.55 1.45	68 SD	X SD	5.92 .78	4.97 1.62	2.40 1.31	2.71 1.35	3.47 1.20
2.	Inspect section organizational equipment (TASC, MHC, tents, field mess, etc.)	79	X SD	4.74 1.12	5.88 .92	2.69 1.21	3.10 1.25	4.13 .87	72 SD	X SD	5.00 1.28	6.43 1.03	2.64 1.57	2.86 1.80	4.26 1.06	71 SD	X SD	4.33 1.39	5.83 1.24	2.95 1.26	3.48 1.63	3.85 1.14,
3.	Inspect weapons/supervise & monitor cleaning of weapons	92	X SD	4.36 .74	5.90 .87	2.37 1.10	2.49 1.28	4.25 .94	77 SD	X SD	3.90 .66	5.17 1.46	2.27 1.46	2.30 1.56	3.77 1.25	68 SD	X SD	3.76 .85	5.67 1.16	2.72 1.34	2.85 1.50	3.95 .83
4.	Spot-check section vehicles for preventive maintenance indicators	98	X SD	5.94 .70	6.40 .66	2.54 1.26	2.92 1.41	4.32 1.03	90 SD	X SD	5.60 .88	6.09 1.17	2.31 1.43	2.51 1.50	4.17 1.10	70 SD	X SD	5.39 .94	6.13 .89	2.82 1.59	3.18 1.76	4.03 1.06
5.	Monitor section vehicle safety program	69	X SD	5.14 1.25	6.11 .86	2.60 1.07	2.89 1.21	4.02 1.06	59 SD	X SD	5.13 .30	6.09 1.38	2.39 1.44	2.61 1.41	4.17 1.03	55 SD	X SD	4.71 1.42	5.87 1.38	2.68 1.51	2.90 1.74	3.90 1.25
6.	Recommend soldiers for driver training program	81	X SD	3.92 1.21	5.51 1.35	2.26 1.20	2.51 1.24	3.75 1.06	82 SD	X SD	3.81 1.28	5.66 1.52	2.34 1.56	2.53 1.81	2.87 1.25	54 SD	X SD	3.80 1.13	5.30 1.18	2.73 .98	3.97 1.16	3.62 1.18
7.	Monitor section vehicle trip tickets & dispatch	87	X SD	4.98 1.11	6.00 .96	2.38 1.06	2.59 1.02	3.98 1.16	64 SD	X SD	4.88 1.20	5.44 1.66	2.08 1.16	2.08 1.04	3.72 1.24	52 SD	X SD	5.69 1.14	5.97 1.09	2.66 1.05	3.03 1.38	3.93 1.15
8.	Review section equipment readiness status	86	X SD	5.13 1.17	6.26 .78	2.76 1.13	2.98 1.22	4.15 .93	79 SD	X SD	5.65 .95	6.48 .68	2.29 1.37	2.39 1.46	4.45 .85	63 SD	X SD	4.86 1.46	6.00 1.09	2.71 1.18	3.00 1.44	4.06 .94
9.	Inspect section maintenance/pioneer tools	94	X SD	4.98 1.20	5.61 1.00	2.42 1.21	2.73 1.31	4.09 .98	74 SD	X SD	4.48 1.09	5.66 1.37	2.62 1.72	2.59 1.66	3.57 1.37	57 SD	X SD	4.44 1.29	5.41 1.89	2.69 1.26	3.06 1.65	3.56 1.11

- Sec Ch
Maintenance (cont.)

	Combat Arms					Combat Support					Combat Service Support										
	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	ON	SC			
10. Supervise/monitor section personnel performing preventive maintenance	95	X	6.05	6.37	2.50	2.70	4.38	85	X	5.79	6.21	2.30	2.52	3.97	64	X	5.36	5.89	3.03	3.44	3.94
	SD	.59	.61	1.03	1.20	.90	SD	.89	.78	1.47	1.73	1.13	SD	1.22	1.37	1.65	1.81	1.24			
11. Monitor driver awards program	30	X	2.74	5.11	2.53	2.53	3.11	21	X	2.88	5.75	2.00	2.00	3.38	29	X	3.44	5.00	2.75	3.13	3.56
	SD	.81	1.20	1.58	1.50	1.10	SD	.99	1.04	1.20	1.20	1.30	SD	1.26	1.46	1.00	1.41	1.15			
12. Review operational readiness status of section vehicles	90	X	5.67	6.37	2.39	2.53	4.30	85	X	5.67	6.42	2.58	2.76	4.31	61	X	5.56	6.41	3.03	3.32	4.49
	SD	.87	.67	1.03	1.15	.93	SD	.78	.61	1.48	1.64	.97	SD	.89	.56	1.29	1.57	.78			
13. Review maintenance SOP	63	X	3.95	5.51	2.54	2.05	3.90	46	X	4.11	5.83	2.17	2.28	3.89	50	X	3.61	5.71	2.89	3.07	3.79
	SD	1.40	1.28	1.02	1.10	1.03	SD	1.49	1.15	1.15	1.45	1.13	SD	1.37	1.15	1.47	1.56	1.13			
14. Monitor vehicle dispatches	Incorporated into Task #198					Incorporated into Task #198					Incorporated into Task #198					Incorporated into Task #198					
15. Review unit Material Readiness Report (OA Form 2406) for section	27	X	4.94	6.12	2.53	2.77	4.29	44	X	4.71	6.00	2.47	2.65	3.94	36	X	5.20	6.30	3.30	3.75	3.65
	SD	.97	1.27	.80	.90	.92	SD	.92	1.41	1.66	1.66	1.25	SD	1.06	.92	1.66	1.80	1.17			
16. Inspect equipment log books	81	X	4.90	5.80	2.41	2.65	4.04	51	X	4.75	5.55	2.25	1.95	3.70	46	X	5.15	5.96	2.96	3.27	4.08
	SD	.99	.83	.96	1.06	.92	SD	1.45	1.67	1.55	1.19	1.38	SD	1.32	1.15	1.48	1.69	1.16			
17. Establish maintenance priorities for section	87	X	5.42	6.17	2.65	2.94	3.91	74	X	6.14	6.38	2.38	2.72	4.14	57	X	5.56	6.07	3.07	3.55	3.90
	SD	1.12	.80	1.08	1.24	1.12	SD	.83	.67	1.52	1.65	.97	SD	1.44	1.18	1.69	1.80	1.19			

- Sec Ch
Security

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	O	ON	SC
1. Report security violations	59 SD	3.60 1.38	6.00 1.16	2.49 1.22	2.70 1.33	4.43 .80	56 SD	3.59 1.62	6.32 1.21	2.00 1.07	2.23 1.31	4.50 .96	52 SD	3.59 1.68	5.28 1.96	2.48 1.12	2.76 1.38	4.28 1.00
2. Supervise/monitor key control within section	62 SD	6.08 .81	6.21 .73	2.36 1.35	2.56 1.39	4.15 .93	67 SD	5.89 1.24	6.23 1.07	2.27 1.54	2.39 1.58	4.42 1.14	57 SD	6.16 .81	6.21 .63	2.88 1.41	3.22 1.60	4.32 .87
3. Insure personally owned high dollar value items are registered by serial number for section members	92 SD	4.09 1.19	5.66 1.32	2.36 1.00	2.50 1.16	3.95 1.03	72 SD	4.46 1.40	5.79 1.66	2.11 1.13	2.14 1.33	4.04 1.29	71 SD	3.78 1.19	5.51 1.49	2.90 1.45	3.08 1.56	3.65 1.17
4. Insure that privately owned weapons are secured in accordance with local directives	44 SD	3.29 1.49	5.14 1.84	2.32 1.36	2.39 1.26	3.93 1.30	31 SD	2.83 1.19	4.09 2.07	2.18 1.25	2.18 1.33	3.33 1.56	23 SD	4.23 1.92	5.79 1.19	2.69 .26	2.92 .86	4.29 .99
5. Safeguard "For Official Use Only" material	32 SD	4.35 1.76	6.20 .89	2.75 1.21	2.85 1.35	4.40 .88	49 SD	5.68 1.11	6.61 .78	1.72 1.41	1.94 1.43	4.50 .62	41 SD	4.65 1.61	5.78 1.70	2.44 1.38	2.91 1.47	4.35 .94
6. Conduct physical security inspection	59 SD	4.38 1.17	6.00 .85	2.32 1.06	2.46 1.22	4.08 1.09	49 SD	3.90 1.37	6.19 1.02	2.37 1.30	2.68 1.42	4.42 .84	45 SD	4.76 1.59	6.00 1.26	2.56 .96	3.08 1.55	4.12 1.05
7. Determine section physical security requirements	44 SD	4.54 1.26	5.50 1.11	2.61 1.07	2.79 1.45	5.79 .96	54 SD	4.95 1.32	6.00 1.10	2.29 1.42	2.52 1.47	4.24 1.00	39 SD	4.50 1.41	5.96 .84	2.96 1.00	3.55 1.30	4.14 .94
8. Maintain a safe or cabinet security record (NA Form 672)	10 SD	5.83 1.94	6.17 .41	2.83 .75	2.83 .75	3.67 1.03	33 SD	6.08 1.04	6.69 .63	1.85 1.52	1.62 .87	4.46 .88	32 SD	5.67 1.52	6.22 1.00	2.33 .84	2.78 1.40	4.33 1.03

- Sec Ch
Security (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC
9. Review security access roster	24 X SD	3.80 1.32	5.60 1.06	2.55 1.13	2.80 1.01	3.60 .83	33 X SD	3.85 .69	5.46 1.56	1.31 .63	1.31 .63	3.33 1.37	32 X SD	3.83 1.30	6.00 1.26	2.83 1.47	2.78 1.17	4.33 .84
10. Conduct arms room inspection	29 X SD	3.78 1.06	5.67 1.85	2.33 1.19	2.67 1.57	4.42 .70	15 X SD	3.17 .75	3.83 .98	1.67 1.03	1.67 1.03	2.83 .75	27 X SD	3.53 1.30	6.00 1.00	2.33 .90	3.87 1.60	3.94 1.24
11. Check security of serial numbered items	83 X SD	4.56 1.32	6.04 1.10	2.35 1.05	2.48 1.37	4.37 .84	64 X SD	5.20 1.47	6.12 1.01	2.32 1.52	2.32 1.57	4.40 .87	53 X SD	3.94 1.25	5.88 1.48	3.09 1.42	3.50 1.48	4.12 1.08
12. Recommend suspension/revocation of security clearances	06 X SD	2.00 0.00	4.67 .58	2.67 .58	2.67 .58	2.67 .58	15 X SD	2.83 .75	4.00 2.76	2.00 1.27	2.00 1.27	2.57 1.27	07 X SD	2.00 0.00	4.75 2.63	2.75 1.26	3.75 2.12	4.25 .50
13. Supervise unit armorer	Not applicable						Not Applicable						Not Applicable					
14. Collect/report information of potential intelligence value	22 X SD	2.71 .91	6.14 1.35	2.50 .94	2.71 .73	4.36 .94	15 X SD	3.17 1.17	5.17 1.72	2.50 1.52	2.50 1.52	3.57 .98	11 X SD	4.33 1.97	6.20 1.30	2.80 .45	3.60 1.34	4.40 .89
15. Conduct section physical security training	33 X SD	4.91 1.48	6.00 1.05	2.47 1.25	2.52 1.25	3.86 1.01	54 X SD	4.33 1.39	5.91 1.22	2.29 1.45	2.43 1.63	3.76 1.30	38 X SD	4.24 1.18	5.95 .92	2.81 1.25	3.33 1.68	3.95 .92
16. Implement/enforce unit communications security procedures	43 X SD	4.19 1.30	6.41 .64	2.78 1.01	2.93 1.17	4.46 .71	67 X SD	4.58 1.33	6.30 1.22	2.08 1.35	2.35 1.47	4.48 .77	14 X SD	5.13 1.55	6.00 .93	3.13 1.46	4.13 1.64	4.00 1.07

- Sec Cn
Security (cont.)

		Combat Arms					Combat Support					Combat Service Support										
		% Who Perform	F	I	O	ON	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
15.	Conduct section security briefings	52	X	4.00	5.82	2.62	2.74	4.09	54	X	4.14	6.05	2.05	2.30	4.00	36	X	3.95	5.75	2.45	2.90	3.95
		SD	1.35	1.09	1.05	1.31	1.00	SD	.31	1.28	1.61	1.92	1.30	SD	1.28	1.48	.89	1.21	1.00			
16.	Monitor DA form 727. Classified Container Information	27	X	4.00	5.12	2.47	3.18	3.77	36	X	4.57	5.57	1.71	2.00	4.00	16	X	4.89	5.44	2.44	2.89	3.78
		SD	1.58	1.69	1.28	1.24	1.25	SD	2.02	2.14	1.07	1.18	1.30	SD	2.03	1.88	1.24	1.76	1.72			
17.	Encode/decode messages	38	X	3.29	6.00	2.46	2.83	4.32	44	X	3.53	6.00	2.12	2.65	4.12	23	X	3.31	6.08	3.15	3.92	4.23
		SD	.69	1.09	1.02	.92	.90	SD	1.01	1.32	1.11	1.17	1.17	SD	1.32	1.19	1.28	1.55	1.17			
18.	Inventory ammunition for section	46	X	3.48	6.24	2.38	2.59	4.57	03	X	3.00	7.00	1.00	1.00	4.00	11	X	4.00	6.33	2.67	3.33	4.43
		SD	1.50	.95	1.32	1.35	.90	SD	0.00	0.00	0.00	0.00	0.00	SD	1.27	.52	.82	1.97	.54			
19.	Monitor/enforce section safety program	71	X	5.36	6.16	2.58	2.64	3.93	69	X	5.41	5.82	2.11	2.30	4.30	55	X	5.16	5.81	2.58	2.84	5.77
		SD	1.35	.77	1.16	1.19	.99	SD	1.55	1.57	1.31	1.49	1.71	SD	1.42	1.22	1.34	1.61	.99			

- Sec Cn
AKTP

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
1. Establish & operate/ supervise establishment & operation of field mess	Not applicable						Not Applicable						Not Applicable					
2. Supervise establishment & operations of a unit motor pool	Not applicable						Not Applicable						Not Applicable					
3. Supervise evacuation of sick & injured to aid station	44 X SD	3.89 1.77	6.00 1.00	2.37 1.15	2.52 1.16	4.07 1.00	31 X SD	4.67 1.85	5.53 1.62	1.83 1.03	2.00 1.35	4.25 1.36	18 X SD	3.90 1.66	5.60 1.08	2.60 .70	3.50 1.51	4.10 .74
4. Conduct tactical road march	41 X SD	3.31 1.09	6.12 1.07	2.46 1.21	2.65 1.20	4.12 .99	23 X SD	6.08 1.04	5.67 1.73	2.44 .88	2.67 .87	3.78 1.09	18 X SD	2.70 1.06	5.90 1.37	3.40 1.35	3.50 1.58	3.20 1.48
5. Establish a tactical bivouac	30 X SD	3.21 .63	6.05 .91	2.63 1.07	2.95 1.03	4.00 .94	26 X SD	3.30 .83	5.60 1.35	3.10 1.60	3.50 1.58	4.30 .68	09 X SD	3.00 1.73	5.20 1.10	4.40 1.14	5.40 1.67	4.00 1.00
6. Employ camouflage techniques	84 X SD	3.55 1.25	5.94 .82	2.58 1.06	2.77 1.17	4.02 .93	67 X SD	4.85 1.05	5.81 1.13	2.54 1.61	2.73 1.76	4.00 1.06	43 X SD	2.88 1.15	3.46 1.10	3.13 1.19	3.38 1.47	3.88 .85
7. Conduct rear area protection operations	16 X SD	3.40 1.27	5.60 1.35	3.20 1.03	3.50 .85	3.90 .99	10 X SD	3.50 1.73	6.75 .50	2.25 1.50	2.25 1.50	3.75 1.71	16 X SD	3.22 1.20	5.56 1.13	3.22 1.64	3.67 1.50	4.11 1.27
8. Perform/train for civil disturbance operations	14 X SD	3.33 2.06	5.00 1.41	2.50 1.69	3.00 .82	3.78 1.09	15 X SD	2.67 .82	4.00 2.19	2.50 1.98	3.00 2.19	3.50 1.38	07 X SD	3.50 1.92	5.25 1.50	3.50 1.00	3.75 1.50	4.00 1.16

- Sec Ch
AKIP (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	ON	SC	% Who Perform	F	I	D	ON	SC
9. Disseminate intelligence to subordinates & support elements	37 X SD	3.83 1.19	5.57 .95	2.91 .79	3.44 1.04	3.83 1.15	28 X SD	4.91 1.14	6.00 1.18	2.18 1.25	2.18 1.25	4.36 .92	16 X SD	5.33 1.50	6.00 1.00	3.33 .71	4.11 1.27	4.11 1.36
10. Conduct radio communications	59 X SD	4.08 1.14	5.87 .89	2.54 1.54	2.76 1.50	4.19 .98	74 X SD	4.86 1.09	6.11 1.34	1.82 1.25	2.21 1.52	4.29 1.12	23 X SD	2.92 1.12	5.08 1.44	2.31 1.18	3.15 1.52	3.31 1.32
11. Facilitate loading IAW movement plan	65 X SD	3.95 1.07	5.76 .89	2.76 1.16	3.10 1.34	3.98 .99	62 X SD	4.25 .90	6.13 1.08	2.38 1.44	2.67 1.74	3.96 1.00	55 X SD	3.55 .93	5.87 .96	3.07 1.21	3.52 1.69	3.74 1.15
12. Establish observation posts	51 X SD	3.38 1.10	5.22 1.52	2.75 .98	3.03 1.03	3.94 1.08	26 X SD	3.30 .95	5.50 1.72	2.40 2.12	2.30 2.00	3.60 1.51	20 X SD	2.73 1.27	5.73 1.79	3.55 1.75	3.73 1.49	4.00 1.18
13. Occupy & secure section CP	46 X SD	3.48 1.09	5.86 .99	2.69 .97	2.97 1.24	4.03 1.05	41 X SD	4.06 1.12	6.25 .93	2.44 1.41	2.88 1.78	4.38 1.15	25 X SD	3.21 1.76	5.79 1.12	3.27 1.77	3.43 1.83	4.40 .63
14. Operate in a EW environment	25 X SD	3.38 1.67	5.67 1.20	4.00 1.46	4.31 1.66	3.75 1.48	59 X SD	4.52 2.00	5.61 2.27	2.65 1.85	3.13 1.94	3.96 1.58	25 X SD	5.93 1.59	4.86 1.75	3.43 1.95	3.57 1.91	3.07 1.49
15. Implement/supervise section defensive posture	70 X SD	3.61 1.15	5.80 .98	3.00 1.10	3.43 1.17	4.12 .91	38 X SD	3.13 .83	4.60 1.68	2.13 1.25	2.40 1.45	3.20 1.37	25 X SD	2.79 .98	5.93 1.21	3.57 1.45	3.93 1.54	4.50 .76
16. Monitor/review unit plan for medical support	10 X SD	3.50 .84	6.00 .89	1.83 .75	2.17 .98	4.00 .89	08 X SD	3.33 1.53	6.00 1.00	1.50 1.00	1.67 1.16	4.67 .58	09 X SD	4.20 2.17	6.00 .71	4.20 1.79	4.40 1.95	4.00 .89
17. Distribute weather data	13 X SD	4.50 2.00	5.25 1.67	2.75 1.17	2.75 1.17	3.00 1.20	13 X SD	5.20 1.30	5.60 1.34	2.20 1.79	2.20 1.79	4.20 1.30	07 X SD	4.50 1.29	4.75 1.26	2.00 .58	2.00 1.16	3.00 1.41
18. Prepare operations estimate	29 X SD	4.50 1.25	5.00 1.41	3.22 .94	3.83 1.43	3.56 .98	28 X SD	4.64 1.43	6.09 .70	3.09 1.45	4.36 1.43	4.00 1.16	27 X SD	5.07 1.28	5.60 1.40	4.07 1.44	4.80 1.82	4.20 1.01

- Sec Ch
ARTLP (cont.)

	Combat Arms						Combat Support						Combat Service Support								
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
19. Request PII for elements at worksite	57 X SD	4.72 1.21	6.14 .87	2.47 1.28	3.00 1.41	3.87 1.27	74 X SD	5.31 .93	6.17 .93	3.10 1.61	3.86 1.79	4.10 1.15	34 X SD	5.53 1.54	6.16 1.02	3.68 1.57	4.42 1.81	4.42 1.12			
20. Implement response to air/ground attack	62 X SD	3.26 1.09	6.08 .96	2.97 1.33	3.13 1.32	4.38 .71	23 X SD	2.89 .60	5.00 2.18	2.22 1.48	2.44 2.01	3.44 1.33	13 X SD	3.14 1.46	5.86 1.35	3.71 1.60	3.71 1.97	3.29 1.70			
21. Insure communications sites are adequately organized for defense	Not applicable	Not applicable						Not applicable	Not applicable						Not applicable	Not applicable					
22. Counter against/report jamming	24 X SD	2.67 .90	6.21 1.05	2.64 1.50	3.07 1.81	4.40 .91	41 X SD	3.13 .96	6.25 1.18	2.38 1.59	3.31 1.82	4.06 1.12	04 X SD	4.00 2.83	6.00 0.00	5.00 1.41	5.50 .71	4.67 .58			
23. Insure laundry exchange	76 X SD	4.78 .48	5.73 1.01	2.27 1.11	2.38 1.08	3.90 1.06	51 X SD	5.00 .46	5.35 1.53	2.00 1.26	2.05 1.28	3.40 1.47	45 X SD	4.88 .53	5.65 1.13	2.57 1.14	2.69 1.32	3.72 1.21			
24. Process personnel replacement	35 X SD	3.46 1.41	5.55 1.37	2.36 1.18	2.91 1.54	3.71 1.15	18 X SD	2.86 1.07	5.33 2.42	2.17 1.33	2.67 1.03	3.67 1.75	34 X SD	3.68 1.95	5.95 1.08	3.11 1.52	3.37 1.54	4.11 1.20			
25. Perform command & liaison visits	06 X SD	4.50 1.29	5.50 1.00	2.50 1.00	3.25 .50	4.50 1.00	21 X SD	4.13 1.13	4.50 1.60	2.50 1.51	2.88 1.55	2.88 1.36	23 X SD	4.08 1.26	5.46 .97	3.31 1.49	3.46 1.61	3.69 1.03			
26. Organize for combat operations	79 X SD	4.74 1.37	4.32 .89	3.28 1.01	3.76 1.27	4.39 1.03	64 X SD	4.48 1.45	6.36 1.35	3.56 1.78	4.12 2.07	4.54 .78	48 X SD	4.19 1.36	6.19 .88	3.89 1.31	4.74 1.51	4.23 1.07			
27. Implement withdrawals	16 X SD	3.40 1.17	6.00 1.16	2.40 .84	2.46 .93	4.10 1.10	08 X SD	4.33 1.58	6.33 1.16	2.67 1.16	2.67 1.16	3.33 1.53	02 X SD	2.00 0.00	6.00 0.00	6.00 0.00	6.00 0.00	4.00 0.00			

- Sec Ch
AKIP (cont.)

	Combat Arms					Combat Support					Combat Service Support										
	% Who Perform	F	I	O	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC			
23. Implement & monitor Personnel Reliability Program	Not applicable						Not Applicable						Not Applicable								
24. Train & certify personnel for M4 weapons logistical maintenance	Not applicable						Not Applicable						Not Applicable								
30. Develop/establish perimeter defense	49	X	3.26	5.94	2.97	3.45	4.39	31	X	2.92	5.17	2.33	2.50	3.58	34	X	2.47	5.21	3.42	3.74	3.79
		SD	1.15	1.18	1.25	1.12	.84		SD	.67	1.75	1.30	1.51	1.44		SD	.70	1.82	1.58	1.85	.86
31. Monitor enemy conservation program	56	X	5.46	5.51	2.40	2.65	3.63	44	X	5.35	5.65	2.06	2.17	3.41	46	X	5.50	5.44	2.56	2.88	3.92
		SD	1.42	1.20	1.19	1.25	1.19		SD	1.62	1.50	1.30	1.47	1.33		SD	1.33	1.04	1.36	1.45	1.18
32. Attend courts-martial	32	X	2.05	4.32	2.63	2.68	3.37	08	X	2.00	1.67	2.00	2.33	1.67	11	X	2.50	4.57	3.86	3.86	3.43
		SD	.22	1.80	1.42	1.42	1.26		SD	0.00	1.16	1.00	1.53	1.16		SD	1.23	1.40	1.86	1.86	1.27

Squad Leader

General Unit Administration	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform ^a	F	I	D	DN	SC	% Who Perform ^b	F	I	D	DN	SC	% Who Perform ^c	F	I	D	DN	SC
1. Insure suspenses are met within squad	62 X SD	5.53 1.18	5.53 1.11	2.45 1.18	2.92 1.60	3.06 1.26	71 X SD	5.55 .95	5.70 1.08	2.90 1.65	3.40 1.60	3.50 1.19	68 X SD	5.56 .98	5.89 .97	2.67 1.36	3.19 1.64	3.93 1.07
2. Monitor bulletin board	84 X SD	6.26 .89	5.51 1.32	1.65 .13	1.80 1.06	3.76 1.27	75 X SD	6.48 .81	6.14 1.32	1.81 1.33	1.81 1.25	4.05 1.24	81 X SD	6.46 .67	5.55 1.68	1.79 1.22	1.82 1.19	3.67 1.38
3. Receive and route correspondence	49 X SD	5.13 1.04	5.03 1.40	2.35 .94	2.90 1.30	3.29 1.13	36 X SD	5.10 1.10	4.10 2.03	2.00 1.33	2.44 1.67	2.70 1.25	40 X SD	6.19 1.22	6.19 .98	2.43 1.32	3.19 1.64	4.06 1.06
4. Analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	41 X SD	4.40 1.50	5.16 1.38	2.68 1.15	3.56 .64	3.60 1.08	39 X SD	5.27 1.01	6.00 .63	2.64 1.43	3.09 1.30	4.00 .82	43 X SD	5.94 1.48	6.18 1.02	2.88 1.32	2.82 1.28	5.78 1.40
5. Conduct personnel asset inventory with commander & ISG	39 X SD	3.00 1.14	5.08 1.21	2.13 1.04	2.58 1.53	3.63 1.10	36 X SD	3.00 1.25	5.00 1.70	1.90 .88	2.00 .82	3.70 1.16	20 X SD	3.13 .84	4.75 .89	2.00 1.07	2.38 1.19	2.57 .98
6. Update/maintain squad alert roster	49 X SD	4.07 .91	6.03 .81	1.90 1.32	2.33 1.32	4.00 1.04	46 X SD	4.00 1.16	5.54 1.51	2.77 1.54	3.39 1.39	3.92 1.26	43 X SD	3.77 .83	5.88 1.05	2.71 .96	3.35 1.46	3.88 1.27
7. Draft correspondence (letters, DP's, Memos, etc.)	30 X SD	4.17 1.15	4.61 .98	2.67 1.50	3.56 1.85	3.50 1.10	39 X SD	5.73 1.35	4.91 1.64	2.50 1.58	3.50 2.32	3.70 .95	45 X SD	5.00 1.78	5.50 1.76	2.50 1.10	3.00 1.33	3.44 1.38
8. Monitor squad standard operating procedures (SOP) (e.g., draft changes & corrections & post changes & corrections	62 X SD	4.84 1.20	5.44 .92	2.58 1.08	3.32 1.44	3.63 1.13	36 X SD	4.30 1.49	5.30 .95	3.20 1.48	3.40 1.67	1.10 .74	40 X SD	4.13 1.26	5.69 1.01	2.88 .96	3.13 1.09	3.44 1.03

^an = 61
^bn = 28
^cn = 40

- Sq Ldr
General Unit Administration (cont.)

	% Who Perform	*F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Prepare & maintain status boards & charts	43 \bar{X} 5.50 SD 1.14	5.27	2.04	2.89	4.00	50 \bar{X} 5.29 SD .91	5.29	5.29	2.36	2.57	3.21	53 \bar{X} 6.00 SD .84	5.71	2.43	3.05	3.86	1.11	
10. Consolidate/prepare recurring reports--input to PSG	39 \bar{X} 5.29 SD .81	5.55	2.71	3.46	3.33	29 \bar{X} 4.13 SD 1.25	5.25	2.38	3.00	3.50	43 \bar{X} 5.00 SD .79	5.24	3.29	3.71	3.47	1.28		
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	Not Applicable					Not Applicable							Not Applicable					
12. Develop inspection check-list	Not Applicable					Not Applicable							Not Applicable					
13. Use the functional files maintained at the unit	Not Applicable					Not Applicable							Not Applicable					
14. Monitor fund drive collections in the squad	18 \bar{X} 2.82 SD .75	6.00	1.64	1.73	2.73	14 \bar{X} 2.50 SD 1.00	4.50	2.75	2.75	2.75	18 \bar{X} 3.14 SD 1.57	5.14	1.43	1.57	3.29	1.60		
15. Supervise preparation of daily staff journal	Not Applicable					Not Applicable							Not Applicable					
16. Maintain special activities calendar	34 \bar{X} 4.71 SD 1.42	5.14	2.24	2.52	3.14	50 \bar{X} 5.14 SD 1.35	5.29	2.50	2.86	3.13	20 \bar{X} 5.00 SD .93	5.63	1.88	2.13	4.00	1.20		
17. Supervise log of incoming/outgoing correspondence to PAC	Not Applicable					Not Applicable							Not Applicable					

- Sq Ldr
General Unit Administration (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	P	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
18. Monitor suggestion program for squad	64 \bar{X} SD	5.10 1.21	5.23 1.09	2.53 1.08	3.00 1.38	3.51 1.28	46 \bar{X} SD	4.77 1.48	5.62 1.12	2.39 1.39	3.00 1.82	3.69 1.11	45 \bar{X} SD	4.94 .29	5.17 1.25	2.50 1.51	2.67 1.53	3.39 .29
19. Supervise requisition/maintenance of publications & blank forms for squad	34 \bar{X} SD	4.10 1.18	4.71 1.19	2.19 1.03	2.86 1.15	3.48 .87	25 \bar{X} SD	4.43 .98	5.14 1.57	2.43 1.81	2.71 2.06	3.14 1.35	35 \bar{X} SD	4.50 1.23	5.71 1.20	2.50 1.29	2.71 1.38	4.07 1.14
20. Maintain (limited) military publication library	34 \bar{X} SD	4.24 1.18	5.05 1.13	2.91 1.38	3.14 1.49	2.95 .87	32 \bar{X} SD	4.44 1.42	5.44 1.59	3.00 1.58	4.00 1.50	3.33 1.12	43 \bar{X} SD	4.59 1.37	5.12 1.45	3.41 1.70	3.53 1.88	3.59 1.12
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	Not Applicable						Not Applicable						Not Applicable					
22. Prepare & maintain reading files	21 \bar{X} SD	4.08 1.12	4.77 1.42	2.62 1.26	3.15 1.52	3.69 1.11	32 \bar{X} SD	4.79 1.48	5.22 1.64	3.00 1.73	5.56 1.51	2.11 1.17	25 \bar{X} SD	5.40 1.65	5.80 1.48	3.00 1.33	3.00 1.49	4.10 .99
23. Provide input to unit historical report	16 \bar{X} SD	3.30 1.14	4.20 1.55	2.10 .99	3.31 1.43	3.55 .82	11 \bar{X} SD	2.67 1.16	5.33 2.08	3.33 2.52	4.00 2.65	3.67 2.31	10 \bar{X} SD	2.75 .96	3.00 1.63	2.25 .96	2.25 .96	2.50 .58
24. Monitor maintenance of duty roster maintained at PAC.	Incorporated into Task #3						Incorporated into Task #3						Incorporated into Task #3.					
25. Supervise maintenance of leave control log	Not Applicable						Not Applicable						Not Applicable					
26. Supervise unit mailroom operations	Not Applicable						Not Applicable						Not Applicable					

- Sq Ldr
General Unit Administration (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
27. Supervise the preparation & maintenance of SIDPERS transactions, records & reports	Not Applicable						Not Applicable						Not Applicable					
28. Control issue of DD Form 714, Meal Card	Not Applicable						Not Applicable						Not Applicable					
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for	Not Applicable						Not Applicable						Not Applicable					
30. Prepare After-Action Reports	33 \bar{X} 3.85 SD 1.50	4.95	2.29	2.81	3.76	21 \bar{X} 3.33 SD .52	6.17	2.83	3.83	4.17	13 \bar{X} 4.40 SD .89	3.80	3.00	3.20	3.80	2.12	2.17	1.30
31. Draft messages	18 \bar{X} 4.09 SD 1.58	4.64	2.09	2.64	3.46	14 \bar{X} 4.75 SD 1.89	4.75	2.00	2.50	3.25	18 \bar{X} 5.14 SD 1.35	6.43	3.00	3.43	4.57	1.00	1.51	.78

- Sq Ldr
Administration of Personnel

	Combat Arms					Combat Support					Combat Service Support									
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC		
1. Recommend approval/dis-approval of leave & pass request to PSG	85 X SD	3.56 1.21	5.12 1.18	1.89 1.00	2.21 1.27	3.43 1.17	71 X SD	3.90 1.25	5.15 1.14	2.00 1.41	2.40 1.67	3.53 .25	78 X SD	3.91 1.30	5.10 1.47	2.03 1.10	2.37 1.50	3.36 1.20		
2. Monitor unit duty roster for squad members	84 X SD	5.77 .99	5.18 1.29	2.98 1.13	2.55 1.24	3.28 1.46	68 X SD	6.21 .92	5.74 1.33	1.79 1.40	2.16 1.77	3.53 1.58	85 X SD	5.44 1.05	5.35 1.20	1.77 1.13	2.12 1.43	3.15 1.31		
3. Update squad promotion eligibility roster	57 X SD	3.94 .77	5.89 .90	2.06 1.08	2.34 1.35	2.88 1.20	46 X SD	4.23 1.30	5.85 1.07	2.31 1.44	3.08 1.44	3.62 1.19	43 X SD	3.82 .53	6.29 .59	2.41 .94	3.12 1.45	4.35 .86		
4. Supervise Charge of Quarters (CQ)	Not Applicable					Not Applicable					Not Applicable					Not Applicable				
5. Answer/refer inquiries concerning personnel actions for squad members	84 X SD	4.63 1.40	5.69 .95	2.33 1.11	2.86 1.33	3.51 1.19	64 X SD	5.17 1.25	5.94 1.31	2.44 1.62	3.11 1.84	3.94 1.21	68 X SD	4.78 1.16	5.59 1.31	2.33 1.24	2.82 1.57	3.74 .98		
6. Prepare & maintain counseling records	92 X SD	4.27 .82	5.35 1.24	2.69 1.14	4.30 1.49	4.09 1.09	79 X SD	4.23 .97	5.64 1.05	2.55 1.57	3.18 1.56	3.23 1.19	78 X SD	4.65 .88	3.36 1.14	3.94 1.34	3.42 1.39	3.68 1.11		
7. Review & correct unit Personnel Roster as pertains to section members	Not Applicable					Not Applicable					Not Applicable					Not Applicable				
8. Answer/refer pay inquiries from squad members	84 X SD	3.86 .75	5.67 1.29	2.18 1.13	2.77 1.63	3.72 1.20	50 X SD	3.71 .73	5.29 1.07	2.50 1.29	3.07 1.21	3.43 .85	70 X SD	3.68 .73	5.86 1.33	2.50 1.32	3.11 1.60	3.82 1.09		
9. Guide/supervise the administrative inprocessing/out-processing of squad members	57 X SD	3.40 1.24	5.60 1.19	2.14 1.03	2.54 1.42	3.37 1.14	50 X SD	3.36 1.22	4.71 1.44	2.57 1.51	2.57 1.55	3.14 1.10	43 X SD	3.32 1.38	5.48 1.17	2.42 1.35	2.63 1.50	3.53 1.17		

- Sq Ldr
Administration of Personnel (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
10. Report AMOL soldiers	59 \bar{X} SD	2.94 1.60	6.08 1.26	1.76 1.01	2.00 1.31	4.05 1.18	36 \bar{X} SD	3.80 1.75	5.90 1.20	2.90 2.13	3.10 2.03	3.80 1.23	50 \bar{X} SD	4.15 1.98	5.70 1.59	1.50 1.00	1.55 1.00	4.15 1.54
11. Control squad personnel visiting PAC	69 \bar{X} SD	4.95 1.10	4.86 1.30	2.12 0.97	2.55 1.23	3.20 1.15	39 \bar{X} SD	4.55 1.64	5.27 1.27	3.00 2.15	3.09 2.12	3.18 1.25	50 \bar{X} SD	2.67 1.03	5.20 1.20	2.10 0.97	2.35 1.31	2.80 1.24
12. Screen Leave and Earnings Statement (LES) for potential pay problems	77 \bar{X} SD	3.96 0.46	5.40 1.14	2.17 0.99	2.92 1.35	3.51 1.25	36 \bar{X} SD	3.60 0.52	5.10 1.73	2.30 1.16	3.00 1.32	3.20 1.48	48 \bar{X} SD	3.90 0.66	5.74 1.10	2.16 0.83	2.60 1.12	3.58 1.17
13. Prepare/update daily squad personnel status report-input to PSG	74 \bar{X} SD	6.22 0.52	5.69 1.02	1.86 0.97	2.31 1.28	4.02 1.29	46 \bar{X} SD	6.15 0.90	5.77 1.01	2.69 1.88	2.92 1.71	4.15 0.99	75 \bar{X} SD	5.93 0.83	5.83 1.37	2.39 1.50	2.83 1.84	4.03 1.27
14. Prepare sick slips (DA Form 689)	43 \bar{X} SD	5.00 1.10	4.47 1.68	1.50 0.86	1.62 1.02	2.92 1.20	43 \bar{X} SD	3.75 1.29	4.83 1.95	2.17 1.27	2.55 1.13	3.08 1.31	33 \bar{X} SD	3.69 0.63	4.62 1.71	1.69 0.95	1.69 0.95	2.77 1.54
15. Initiate requests for orders	Not Applicable	Not Applicable																
16. Draft/report results of squad inspections	74 \bar{X} SD	4.73 1.12	5.02 0.99	2.38 0.98	2.91 1.10	3.16 1.02	57 \bar{X} SD	4.25 1.29	4.63 1.71	2.38 1.31	2.80 1.15	3.00 1.21	55 \bar{X} SD	4.86 1.21	5.14 0.21	2.23 1.23	2.59 1.40	3.27 1.16
17. Supervise unit mail clerk/alternate mail clerk	Not applicable	Not Applicable																
18. Request flagging actions as pertain to squad members	21 \bar{X} SD	2.54 0.78	5.69 1.25	2.62 1.33	3.23 1.69	4.95 0.90	21 \bar{X} SD	2.83 1.60	5.17 1.72	4.00 2.00	4.67 1.97	4.17 0.75	08 \bar{X} SD	2.33 0.58	5.50 0.58	2.75 1.26	3.00 0.82	2.25 0.96
19. Supervise unit clerk	Not applicable	Not Applicable																

- Sq Ldr
Administration of Personnel (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	*P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	Not Applicable						Not Applicable						Not Applicable					
21. Conduct meetings (briefings, discussions, seminars, etc.)	52	4.47	5.38	2.09	3.13	3.53	64	4.78	5.28	2.44	2.89	3.17	65	4.04	5.50	2.89	3.31	3.64
	SD	1.30	1.39	1.12	1.43	1.16	SD	1.06	.96	1.24	1.28	.86	SD	1.22	1.14	1.14	1.46	1.11
22. Attend meetings (staff, commander, council, etc.)	49	4.60	5.47	1.70	2.03	3.77	57	4.69	4.94	1.60	1.87	3.56	60	5.17	5.46	2.30	2.61	3.78
	SD	1.25	1.11	.99	1.03	1.07	SD	1.20	1.88	.83	1.06	1.03	SD	.96	1.02	1.02	1.37	1.13
23. Attend promotion boards	Not Applicable						14	3.00	5.25	2.00	2.75	3.25	15	2.83	5.00	3.00	3.67	4.00
							SD	.82	1.71	.82	1.71	.50	SD	.75	1.79	.63	1.21	.89

- Sq Ltr
Supply

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
1. Monitor/check effectiveness of troop mess facility (sanitation, food preparation, etc.) input to PSG	51 X SD	5.07 1.26	5.83 2.91	2.30 1.29	2.57 1.31	3.84 1.21	29 X SD	4.36 1.60	5.38 1.85	1.88 .99	1.75 .89	3.00 1.51	20 X SD	4.13 1.25	5.50 1.60	2.88 2.23	2.88 2.23	2.88 1.46
2. Evaluate effectiveness of squad supply (economy, accountability, etc.)	56 X SD	4.91 1.00	5.41 .99	2.27 1.14	2.62 1.28	3.71 .97	46 X SD	4.39 .96	5.08 1.38	2.31 1.32	2.50 1.38	3.83 .84	55 X SD	4.41 .29	5.82 .85	2.73 1.28	2.86 1.25	3.64 1.26
3. Arrange & coordinate for transportation of personnel & equipment	49 X SD	4.73 1.44	5.37 1.35	2.53 1.28	3.17 1.70	3.83 1.17	54 X SD	4.60 1.55	5.67 1.54	2.53 1.46	3.00 1.56	3.67 1.40	40 X SD	5.06 1.34	5.81 .98	2.56 1.21	2.81 1.38	3.88 1.31
4. Monitor/coordinate resupply operations	48 X SD	2.62 1.40	5.83 1.07	2.52 1.02	3.00 1.41	3.97 1.09	14 X SD	4.00 1.83	5.25 1.26	3.50 1.73	4.50 2.38	4.25 .96	18 X SD	4.57 1.40	6.14 1.07	2.14 .90	2.71 1.60	4.29 .95
5. Determine supply requirements	67 X SD	4.73 1.43	5.12 1.40	2.63 1.26	3.46 1.50	3.48 1.36	64 X SD	4.50 .62	5.17 1.04	2.67 1.24	3.06 1.43	3.83 1.30	63 X SD	5.08 1.22	5.52 1.33	2.44 1.12	3.04 1.27	3.60 1.23
6. Brief soldiers on the procedure they must follow regarding supply accountability	62 X SD	4.32 1.04	5.50 1.01	2.05 1.01	2.55 1.27	3.60 .90	54 X SD	4.33 1.45	5.33 1.35	2.13 1.13	2.60 1.18	3.47 .99	48 X SD	4.61 1.42	3.90 1.29	2.16 1.34	2.37 1.42	3.68 1.29
7. Make recommendations regarding Reports of Survey	30 X SD	3.11 1.28	4.83 1.79	1.67 1.14	2.22 1.26	3.17 1.10	14 X SD	3.50 1.92	4.75 1.26	3.25 1.29	3.50 1.73	3.40 1.14	03 X SD	4.00 0.00	6.00 0.00	1.00 0.00	3.00 0.00	4.50 1.71
8. Check fire extinguishers	65 X SD	4.42 .98	5.00 1.25	1.69 .90	1.92 .95	3.62 1.27	50 X SD	3.86 1.10	5.00 1.88	2.07 1.21	2.21 1.12	3.50 1.35	60 X SD	4.33 1.01	5.16 1.72	1.80 1.26	1.84 1.25	3.79 1.25

- Sq Ldr
Supply (cont.)

	Combat Areas					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Control equipment usage	79 \bar{X} SD	5.94 .91	5.42 1.24	2.40 1.05	3.06 1.45	3.98 1.19	64 \bar{X} SD	5.78 .88	6.28 1.07	2.39 1.46	2.72 1.60	4.11 1.23	48 \bar{X} SD	5.89 1.37	6.00 1.14	2.72 1.13	3.22 1.44	4.07 1.21
10. Conduct physical inventory of squad organizational property	93 \bar{X} SD	3.84 .88	5.26 1.26	2.47 1.10	3.12 1.42	3.75 1.06	79 \bar{X} SD	3.72 .99	5.50 1.34	2.36 1.14	2.77 1.34	3.68 1.00	75 \bar{X} SD	3.73 1.02	5.37 1.13	2.70 1.29	3.13 1.50	3.74 1.13
11. Recommend Statement of Charges (DA Form 362)	62 \bar{X} SD	3.03 1.13	4.45 1.55	2.40 1.05	3.05 1.36	3.18 .96	39 \bar{X} SD	3.46 1.21	5.36 1.12	2.81 1.66	4.00 1.90	3.27 1.10	50 \bar{X} SD	3.05 1.05	4.85 1.79	2.10 .97	2.80 1.32	3.25 1.21
12. Conduct inventory of personal effects & military equipment (to include absentees')	75 \bar{X} SD	3.91 1.50	5.37 1.14	2.28 .98	2.83 1.12	3.76 .97	68 \bar{X} SD	4.11 1.56	5.32 1.29	2.79 1.65	3.11 1.63	3.79 1.32	58 \bar{X} SD	4.30 1.66	5.48 1.34	2.35 1.11	2.48 1.16	3.61 1.08
13. Inspect basic loads	70 \bar{X} SD	4.44 1.28	5.93 1.01	2.47 1.20	3.00 1.50	4.21 .83	32 \bar{X} SD	4.11 1.45	6.00 1.12	2.44 .88	2.89 1.83	4.11 1.05	30 \bar{X} SD	4.17 .84	5.17 1.31	2.58 1.53	2.63 1.21	3.71 1.23
14. Maintain hand receipts	79 \bar{X} SD	3.81 1.10	5.27 1.41	2.27 1.14	2.96 1.44	3.94 1.06	68 \bar{X} SD	4.16 1.46	5.26 1.52	2.42 1.22	2.90 1.30	3.39 1.20	65 \bar{X} SD	4.46 1.75	5.65 1.57	2.19 1.32	2.65 1.47	3.89 .24
15. Monitor ration records & reports	Not Applicable						Not Applicable						Not Applicable					Not Applicable

Sq - Ldr
Garrison Task

	Combat Arms						Combat Support						Combat Service Support					
	% Who Permit	F	I	D	DN	SC	% Who Permit	F	I	D	DN	SC	% Who Permit	F	I	D	DN	SC
1. Enforce standards of military discipline, courtesy & dress	97 X SD	6.53 .60	6.10 .98	2.20 1.39	2.90 1.65	4.05 1.23	86 SD	6.21 .88	6.04 1.08	2.63 1.64	3.00 1.73	3.83 1.30	98 SD	5.93 .83	3.95 .94	2.74 1.35	3.21 1.78	3.74 1.14
2. Monitor squad health & welfare	89 X SD	5.78 1.06	6.04 .80	2.33 1.30	2.96 1.69	4.19 1.04	79 SD	5.73 1.12	6.05 1.17	2.27 1.45	2.77 1.66	4.00 1.51	73 SD	5.52 1.08	6.00 .96	2.35 1.17	2.59 1.40	3.96 .96
3. Determine projects & details for extra training of personnel	84 X SD	4.12 1.16	4.51 1.43	2.39 .90	3.31 1.42	3.06 1.14	64 SD	4.33 .97	5.22 1.35	2.32 1.11	2.94 1.55	3.35 1.32	75 SD	3.93 1.23	4.73 1.34	2.60 1.19	2.96 1.37	2.50 .58
4. Brief newly assigned personnel on squad missions & policies	92 X SD	3.95 1.45	6.00 .92	2.43 1.11	3.23 1.40	4.07 1.02	89 SD	3.88 1.39	6.00 1.08	2.52 1.30	3.20 1.68	4.08 1.29	85 SD	3.41 1.42	2.68 1.32	2.21 1.12	2.74 1.19	2.82 1.00
5. Recommend judicial (courts-martial) & non-judicial (Art 15) action to PSG	72 X SD	2.91 1.16	5.57 1.13	2.57 1.34	3.39 1.73	3.91 1.07	57 SD	2.63 1.03	5.25 1.61	2.88 1.59	3.75 2.08	4.06 1.06	48 SD	2.95 .85	5.63 1.26	2.90 1.66	3.47 2.04	3.79 1.36
6. Visit personnel in hospital/confinement	69 X SD	3.02 1.42	5.55 1.02	2.14 1.51	2.48 1.70	3.37 1.14	50 SD	2.36 .50	3.71 1.59	1.64 1.22	2.31 1.89	3.29 1.44	38 SD	2.73 1.22	2.44 1.63	2.13 1.31	2.13 1.26	3.25 1.18
7. Recommend nonpunitive (letters of reprimand, admonishment, etc.) disciplinary measures to PSG	64 X SD	3.26 1.21	5.44 1.07	2.44 1.25	3.70 1.54	3.45 1.05	57 SD	3.18 1.11	5.69 1.14	2.69 1.74	3.25 1.88	3.44 .96	50 SD	3.50 1.10	5.75 1.02	2.56 1.13	2.74 1.52	3.90 1.02
8. Protect the rights of an accused or suspected individual	59 X SD	3.69 1.82	5.67 1.27	3.58 1.63	4.42 1.66	4.08 1.20	75 SD	4.29 1.90	5.67 1.65	3.00 1.98	3.20 1.85	3.22 1.31	70 SD	3.57 1.62	5.21 1.48	3.68 1.57	4.11 1.85	3.02 1.08

- Sq Ldr
arrison Tasks (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
9. Monitor relationships between unit officers & NCOs	Not Applicable						Not Applicable						Not Applicable					
10. Explain local laws & regulations (e.g., Status of Forces Agreement, city status, off-limit establishments, etc.) to squad personnel	84 \bar{X} SD	4.10 1.22	5.43 1.27	2.18 1.23	2.67 1.66	3.56 1.15	50 \bar{X} SD	4.07 1.82	5.86 1.17	1.93 1.21	2.62 1.45	3.71 1.07	60 \bar{X} SD	4.04 1.49	5.54 1.10	2.54 1.06	3.08 1.32	3.63 1.14
11. Inspect individual equipment for serviceability	100 \bar{X} SD	4.59 1.28	5.71 1.12	2.30 1.16	3.02 1.49	4.10 1.00	96 \bar{X} SD	4.30 1.10	5.78 1.22	2.33 1.30	2.93 1.71	4.15 1.06	95 \bar{X} SD	3.95 1.23	5.49 1.04	2.32 1.38	2.59 .25	4.00 .87
12. Assist in development of junior officers	51 \bar{X} SD	5.84 1.44	5.58 1.21	3.55 1.77	4.45 2.00	3.71 1.22	39 \bar{X} SD	4.73 1.74	4.73 1.74	3.27 1.55	4.18 1.83	3.46 1.37	28 \bar{X} SD	5.82 .60	5.91 .94	3.82 1.40	4.46 1.51	3.82 .23
13. Recommend pretrial confinement to PSG	26 \bar{X} SD	2.63 1.26	4.13 1.75	2.94 1.65	3.63 1.59	3.38 1.14	18 \bar{X} SD	2.40 .55	5.80 1.10	4.00 1.73	4.60 2.19	4.80 .45	13 \bar{X} SD	3.60 1.82	5.40 1.14	3.80 1.92	4.00 1.00	3.50 1.38
14. Form & march squad for drill & ceremonies	89 \bar{X} SD	4.80 1.22	4.80 1.40	2.09 1.20	2.89 1.55	3.39 1.27	64 \bar{X} SD	4.22 1.52	4.39 1.34	2.33 1.46	2.72 1.53	2.94 1.00	60 \bar{X} SD	4.50 1.25	5.17 1.31	2.58 1.53	2.63 1.21	3.71 1.23
15. Assist in planning/coordinating of ceremonies	Not Applicable						Not Applicable						Not Applicable					
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743R) on bulletin board	Not Applicable						Not Applicable						Not Applicable					

- Sq Ldr
Warrior Tasks (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ	Not Applicable						Not Applicable						Not Applicable					
18. Train the guidon bearer	Not Applicable						Not Applicable						Not Applicable					
19. Plan/organize squad recreation activities	38 \bar{X} SD	4.44 1.16	4.83 1.19	2.35 1.19	2.87 1.14	3.13 1.12	36 \bar{X} SD	3.50 .97	5.30 1.25	2.60 1.74	3.20 1.31	3.70 1.16	23 \bar{X} SD	3.78 1.39	5.56 1.01	2.78 1.86	3.11 1.90	3.33 1.12
20. Research/familiarize self with Manual for Courts-Martial	38 \bar{X} SD	2.96 1.15	5.26 1.21	2.65 1.19	3.26 1.69	3.30 .97	36 \bar{X} SD	3.80 1.48	5.50 .85	2.50 1.08	2.90 1.29	3.60 .34	18 \bar{X} SD	2.71 .95	4.71 1.38	3.14 1.07	2.86 1.22	2.57 1.27
21. Monitor Unit Fund Council meetings & functions	15 \bar{X} SD	3.56 .88	5.00 1.41	2.22 1.30	2.67 1.00	3.56 1.59	07 \bar{X} SD	3.50 .71	6.50 .71	1.00 0.00	1.00 0.00	3.50 .71	10 \bar{X} SD	3.00 .82	5.25 2.22	3.00 1.40	2.75 1.26	4.25 1.50
22. Assist commander to determine criteria for probable cause for search & seizure	36 \bar{X} SD	2.86 .77	4.91 1.34	2.91 1.19	3.64 1.62	3.64 1.09	32 \bar{X} SD	3.44 1.67	5.56 1.59	2.67 1.66	3.11 1.62	3.44 1.51	15 \bar{X} SD	3.83 1.84	5.33 1.37	2.67 1.37	3.50 1.76	4.17 .75
23. Monitor the preparation of sworn/unsown statements	33 \bar{X} SD	3.30 1.66	5.50 1.36	2.10 1.25	2.60 1.39	3.70 1.17	43 \bar{X} SD	4.92 1.78	5.92 1.17	1.67 .89	2.08 1.08	3.75 .97	10 \bar{X} SD	2.75 .50	7.00 0.00	2.75 2.06	3.00 2.45	3.82 1.09
24. Brief soldiers on civilian-military relations	66 \bar{X} SD	4.38 1.41	4.58 1.45	2.28 1.04	2.83 1.47	3.25 1.19	61 \bar{X} SD	3.35 1.12	5.06 1.82	2.41 1.00	3.06 1.44	3.35 1.17	60 \bar{X} SD	3.83 1.37	4.54 1.62	2.50 1.25	2.67 1.17	3.25 1.26
25. Implement human relations program for squad	44 \bar{X} SD	4.67 1.39	5.74 .99	2.70 1.61	3.26 1.68	3.59 1.37	21 \bar{X} SD	5.00 1.90	5.17 2.14	2.67 1.51	2.83 1.84	3.50 1.38	20 \bar{X} SD	4.00 -.46	5.75 1.28	2.69 1.11	2.56 1.95	3.63 1.51

- Sq Ldr
Garrison Tasks (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
26. Supervise squad members' personal hygiene	85 \bar{X} SD	5.58 1.07	5.67 1.18	2.44 1.26	2.98 1.53	4.06 1.15	75 \bar{X} SD	5.14 1.24	5.57 1.50	2.52 1.40	2.81 1.40	3.68 1.00	75 \bar{X} SD	5.67 1.21	6.17 .70	2.63 1.30	2.77 1.36	4.10 1.01
27. Support post/community details	Not Applicable						Not Applicable						Not Applicable					
28. Brief personnel on standards, traditions & duties in the Army	90 \bar{X} SD	4.07 1.66	5.56 1.07	2.24 1.02	2.91 1.49	3.59 1.17	64 \bar{X} SD	4.72 1.74	5.67 1.46	2.61 1.69	3.17 1.89	3.83 1.30	63 \bar{X} SD	4.64 1.47	5.84 .90	2.60 1.16	3.04 1.57	4.00 .93

- Sq Ldr
Tactical/Combat Tasks

	Combat Arms					Combat Support					Combat Service Support					
	% Who Perform	P	I	D	SC	% Who Perform	P	I	D	SC	% Who Perform	P	I	D	SC	
1. Supervise preparation of squad bivouac area	64 \bar{X} SD	3.10 .97	5.31 1.03	2.59 1.12	3.49 1.47	3.62 .90	54 \bar{X} SD	3.00 .76	5.47 1.51	2.53 1.40	3.20 1.97	23 \bar{X} SD	3.11 .78	5.10 1.60	3.30 1.70	3.78 1.48
2. Supervise squad area security	85 \bar{X} SD	4.69 1.41	5.69 .92	2.50 1.13	3.08 1.27	3.92 1.12	54 \bar{X} SD	4.20 1.70	5.53 .83	2.47 1.51	2.93 1.62	58 \bar{X} SD	5.57 1.53	5.91 .85	2.52 1.12	2.96 1.26
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.) for squad	89 \bar{X} SD	3.61 .98	5.94 1.00	2.35 1.21	3.15 1.70	4.28 .86	82 \bar{X} SD	3.13 .92	5.91 1.08	2.26 1.39	2.70 1.33	53 \bar{X} SD	2.81 1.12	6.20 1.01	2.95 1.23	3.40 1.54
4. Organize/supervise squad MUA/LUA (trains) area	28 \bar{X} SD	4.18 1.47	4.94 1.20	2.59 1.18	3.53 1.46	3.82 1.24	21 \bar{X} SD	4.17 1.17	6.17 1.17	1.80 1.10	3.33 2.51	20 \bar{X} SD	3.75 1.28	4.88 1.25	3.13 .84	3.25 1.28
5. Direct clearing of previously occupied squad area	62 \bar{X} SD	3.95 1.43	4.87 1.42	2.13 1.04	2.47 1.18	3.35 1.09	36 \bar{X} SD	3.20 1.32	5.00 1.76	2.00 1.33	2.20 1.32	23 \bar{X} SD	3.22 1.72	4.56 1.81	2.89 1.54	3.00 1.17
6. Implement/supervise preparation of advance party	Not Applicable						Not Applicable					Not Applicable				

- Sq Ldr
Tactical/Combat Tasks

	Combat Army						Combat Support						Combat Service Support					
	Who Perform	P	I	D	DN	SC	Who Perform	P	I	D	DN	SC	Who Perform	P	I	D	DN	SC
7. Inspect field fortifications	44	3.44	5.70	2.19	2.78	4.11	21	3.33	6.00	2.33	3.17	4.33	15	4.17	6.33	3.17	2.83	4.60
	SD	1.05	1.27	1.08	1.55	.97	SD	.82	.89	1.51	1.17	.52	SD	2.04	.82	1.72	1.17	.89
8. Implement field sanitation activities for squad	61	3.27	5.54	2.30	2.70	3.86	46	3.08	5.69	2.46	3.00	3.62	28	2.55	5.73	2.73	3.18	3.91
	SD	1.07	1.12	1.08	1.39	1.07	SD	.95	1.03	1.27	1.29	.96	SD	.69	1.35	1.01	.75	.95
9. Implement/review operations orders for impact on squad capabilities	70	3.93	5.47	2.65	3.56	3.81	43	3.83	6.17	3.33	4.25	4.42	25	4.00	5.20	3.40	3.40	3.50
	SD	1.10	1.26	1.09	1.44	.98	SD	1.40	1.03	1.67	1.46	.90	SD	1.33	1.14	.84	.84	.97
10. Plan command post (CP) general location	Not Applicable						Not Applicable						Not Applicable					
11. Prepare/implement squad tactical feeding plan	51	3.36	5.36	2.16	2.65	3.77	25	4.00	6.43	2.14	2.71	4.29	10	3.00	5.50	3.00	3.00	4.50
	SD	.88	1.20	1.39	1.43	1.02	SD	1.41	.79	.90	.95	1.50	SD	1.41	1.73	1.41	1.41	.58
12. Displace squad from one location to another	80	4.65	5.53	2.51	3.29	3.65	54	3.87	5.47	2.67	3.07	4.00	45	4.83	5.28	2.39	2.67	3.72
	SD	1.67	.96	1.08	1.54	1.25	SD	1.50	1.13	1.63	1.67	1.00	SD	1.65	.83	1.34	1.24	1.07
13. Supervise implementation of NBC protective measures	82	3.92	6.00	2.96	3.60	4.36	75	3.71	6.19	2.81	3.24	4.24	53	3.48	5.67	2.47	2.81	4.09
	SD	.70	1.07	1.23	1.47	.83	SD	.96	.81	1.33	1.58	1.09	SD	.68	1.07	1.03	1.17	1.07
14. Supervise tactical troop ground movements	51	3.32	5.61	2.52	3.13	4.03	50	3.21	5.71	2.50	3.43	3.64	13	2.80	5.80	3.40	4.20	4.40
	SD	1.05	1.05	1.24	1.54	.88	SD	.80	1.38	1.51	2.03	1.22	SD	.37	1.30	1.52	2.28	.89
15. Check loaded vehicle for compliance with vehicle load plans	93	4.43	5.53	2.05	2.58	3.63	82	3.96	5.74	2.17	2.74	3.77	48	3.90	5.63	2.58	2.74	3.63
	SD	.97	1.21	1.04	1.50	1.14	SD	1.02	1.10	1.37	1.60	1.23	SD	.99	1.12	1.39	1.52	1.07
16. Supervise handling of prisoners of war & refugees	41	3.00	5.75	2.29	2.67	3.88	32	2.67	5.44	2.33	3.44	3.89	13	2.20	5.80	3.40	3.60	3.80
	SD	1.00	1.15	1.08	1.27	1.15	SD	.71	1.51	1.50	1.13	.93	SD	.45	1.10	1.82	2.19	1.64

- Sq Ldr
Health and Welfare

	Combat Arms					Combat Support					Combat Service Support									
	# Who Perform	P	I	D	DN	SC	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC		
1. Counsel personnel with disciplinary problems	93 SD	4.46 1.20	5.77 .80	2.60 1.25	3.61 1.71	3.96 1.16	86 SD	4.58 1.50	6.04 .96	2.67 1.40	5.42 1.69	3.74 1.21	85 SD	4.41 1.23	5.85 .96	3.09 1.31	3.47 1.58	3.81 1.16		
2. Counsel personnel facing personal/financial problems	85 SD	3.90 1.38	5.83 .96	2.75 1.30	3.52 1.63	3.77 1.19	57 SD	3.50 1.03	5.56 1.50	2.38 1.15	3.07 1.53	3.81 1.04	68 SD	4.19 1.11	5.67 1.27	3.07 1.30	3.52 1.60	3.56 1.09		
3. Counsel military personnel on job performance (good & bad)	95 SD	4.93 .91	5.90 .89	2.42 1.19	3.21 1.46	3.83 1.30	93 SD	4.42 1.30	5.92 1.64	2.58 1.27	3.42 1.63	3.77 1.18	93 SD	4.68 1.06	5.31 1.02	2.76 1.30	3.32 1.55	3.75 1.05		
4. Counsel personnel concerning personnel actions	84 SD	4.57 1.10	5.53 .99	2.66 1.14	3.34 1.39	3.51 1.23	68 SD	4.42 1.30	5.47 1.22	2.68 1.38	3.42 1.86	3.63 .96	80 SD	4.81 1.00	5.38 1.24	2.69 1.23	3.00 1.32	3.66 .97		
5. Recommend appointments for squad members (medical, chaplain, IG, AER, etc.) to PSG	77 SD	4.32 1.42	5.30 1.16	2.43 1.18	2.83 1.15	3.55 .95	64 SD	3.61 1.24	5.33 1.68	2.56 1.38	3.06 1.63	3.71 1.21	65 SD	4.08 1.06	5.69 .97	2.50 1.18	2.62 1.17	3.80 1.08		
6. Prepare rater's section of EER	54 SD	2.30 .77	5.97 .98	2.82 1.51	3.94 1.75	3.97 1.19	36 SD	2.60 1.58	6.20 .92	2.50 1.65	3.40 1.17	3.30 1.16	23 SD	2.33 .71	6.30 .95	2.90 1.85	3.10 1.60	4.11 .93		
7. Monitor/supervise squad weight control program	38 SD	4.56 1.73	5.65 1.15	2.30 1.24	2.26 1.32	3.52 1.20	14 SD	4.50 2.08	5.00 2.71	4.00 2.58	3.75 2.22	4.75 .50	15 SD	4.17 .98	5.33 2.07	1.67 .92	1.67 .82	3.83 1.47		
8. Supervise the unit enlisted sponsorship program	Not Applicable					Not Applicable					Not Applicable					Not Applicable				

- Sq Ldr
Health and Welfare (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Write letters of welcome to newly assigned squad personnel	38 \bar{X} SD	2.83 1.30	4.65 1.34	2.70 1.30	3.39 1.41	3.17 1.19	39 \bar{X} SD	2.64 .67	3.91 2.12	2.18 1.17	2.50 1.18	3.50 .93	30 \bar{X} SD	2.50 1.45	5.67 1.23	2.50 1.45	2.58 1.68	3.58 1.44
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	77 \bar{X} SD	4.94 1.36	4.66 1.37	2.51 1.35	3.34 1.51	3.15 1.29	79 \bar{X} SD	4.82 1.50	4.96 1.59	2.91 1.95	3.14 2.10	3.23 1.19	73 \bar{X} SD	4.93 1.56	5.11 1.47	2.62 1.52	3.03 1.78	3.18 1.19
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	Not Applicable					Not Applicable					Not Applicable							
12. Apply motivational (rewards & punishment) techniques	77 \bar{X} SD	5.28 1.39	5.77 1.01	2.60 1.33	3.60 1.65	3.49 1.23	68 \bar{X} SD	5.05 1.35	5.74 1.41	2.68 1.64	5.21 1.87	3.58 1.12	73 \bar{X} SD	4.93 1.07	5.55 1.38	3.10 1.61	3.38 1.74	3.76 1.19
13. Supervise/monitor conduct of counseling in the unit	Not Applicable					Not Applicable					Not Applicable							
14. Conduct referrals to agencies	49 \bar{X} SD	3.57 1.17	5.30 .92	2.33 1.30	3.07 1.46	3.47 1.11	36 \bar{X} SD	2.90 1.20	4.50 1.58	2.50 1.08	3.10 1.29	2.70 .68	38 \bar{X} SD	3.87 .39	5.13 1.77	2.40 1.18	2.53 1.19	3.67 1.40
15. Assist in career planning & personal development	70 \bar{X} SD	4.67 1.36	5.86 1.01	2.40 1.16	3.09 1.63	3.74 1.07	57 \bar{X} SD	4.69 1.08	5.81 1.52	2.25 1.24	2.94 1.44	3.47 1.23	50 \bar{X} SD	4.20 1.40	5.95 .96	2.50 1.00	3.10 1.41	4.00 .94

- Sq Ltr
Group Management

	Combat Arms					Combat Support					Combat Service Support							
	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction to PSG	89 X SD	3.76 .95	5.61 1.24	2.63 1.21	3.39 1.39	3.75 1.17	82 X SD	3.91 1.04	5.96 .98	2.65 1.99	3.13 2.03	3.87 1.01	85 X SD	3.68 .95	2.91 1.00	2.21 .99	2.70 1.31	3.55 1.28
2. Recommend to PSG approval/disapproval of personnel actions (DA Form 4187)	49 X SD	3.93 1.53	5.37 1.10	2.13 1.04	2.67 1.24	3.87 1.07	32 X SD	4.11 .78	5.67 1.23	2.44 1.33	2.89 1.54	3.67 1.00	23 X SD	3.78 1.09	5.78 1.30	1.78 1.09	2.00 1.12	3.89 1.17
3. Review EER & review for accuracy & completeness	56 X SD	2.15 .36	5.74 1.21	2.62 1.33	3.53 1.66	3.82 1.11	46 X SD	2.15 .38	4.92 1.55	2.92 1.12	3.46 1.20	3.54 .88	33 X SD	2.69 1.44	5.54 1.85	2.15 1.21	2.39 1.33	2.15 1.63
4. Recommend personnel for administrative elimination to PSG	48 X SD	2.97 1.52	5.72 1.31	3.31 1.29	3.28 1.81	3.83 1.22	25 X SD	3.29 1.50	5.71 1.50	3.29 1.89	3.43 2.23	4.43 .79	18 X SD	3.00 1.29	5.14 1.77	2.43 1.27	3.00 2.08	3.71 1.38
5. Recommend personnel for special/additional duties	59 X SD	3.53 1.32	5.08 1.13	2.39 1.23	2.86 1.55	3.49 1.01	50 X SD	3.43 1.28	5.14 .86	3.00 1.57	3.14 1.51	3.50 .94	53 X SD	4.00 1.14	5.05 1.32	2.80 .95	3.95 .95	3.52 1.21
6. Monitor awards & decorations program for squad members to PSG	64 X SD	3.23 1.18	5.03 1.18	2.97 1.25	3.95 1.39	3.18 .97	64 X SD	3.28 .83	5.28 1.48	2.61 1.29	3.17 1.38	3.22 1.31	60 X SD	3.42 1.18	5.58 1.06	3.33 1.63	3.92 1.61	3.33 1.20
7. Recommend to PSG duty assignment for newly assigned personnel	56 X SD	3.85 1.31	5.17 1.20	2.00 .94	2.60 1.17	3.24 1.12	25 X SD	4.43 .98	5.57 .54	2.43 1.51	3.17 1.61	4.00 .58	23 X SD	3.33 1.59	5.22 1.56	2.11 1.27	2.33 1.58	3.44 1.59
8. Review/correct unit manning	Not Applicable					Not Applicable					Not Applicable							
9. Recommend reassignment of squad personnel	48 X SD	2.52 .91	4.83 1.34	2.41 1.38	3.07 1.58	3.54 1.07	43 X SD	2.83 1.47	5.68 1.16	3.17 1.85	3.91 2.19	3.50 1.17	45 X SD	2.44 .98	4.61 1.72	2.56 1.58	2.83 1.65	3.28 1.32

- Sq Ldr
Group Management (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC
10. Counsel personnel on SQT (e.g., preparation, scoring, importance, etc.)	84 X̄ 3.28 SD 1.43	5.71	2.02	2.55	3.67	61 X̄ 3.41 SD 1.70	5.71	2.12	2.65	3.71	50 X̄ 3.30 SD .96	5.60	2.45	2.90	3.80	1.71	.95	
11. Review administrative elimination proceedings	Not Applicable						Not Applicable						Not Applicable					
12. Prepare/review enlisted personnel rating scheme	Not Applicable						Not Applicable						Not Applicable					
13. Recommend personnel for MOS reclassification	23 X̄ 2.36 SD .75	5.07	2.21	3.00	3.50	18 X̄ 3.20 SD 1.10	5.60	3.20	4.40	4.00	23 X̄ 3.33 SD 2.06	6.11	2.22	2.78	4.33	1.79	1.00	
14. Identify squad members for whom an EER is due	46 X̄ 2.57 SD 3.74	5.53	2.04	2.61	3.93	36 X̄ 3.10 SD 1.85	5.20	2.10	2.90	3.96	30 X̄ 2.58 SD .79	5.58	2.08	2.25	3.33	1.06	1.44	
15. Provide input to TOE/TDA changes	Not Applicable						Not Applicable						Not Applicable					
16. Write/provide input for recommendations for awards/decorations	67 X̄ 3.39 SD 1.22	5.39	2.49	3.17	3.66	57 X̄ 3.75 SD 1.39	5.36	2.13	2.69	3.56	55 X̄ 2.77 SD 1.11	5.73	3.00	3.36	3.18	1.56	1.37	
17. Prepare/review military personnel job descriptions	33 X̄ 4.00 SD 1.17	5.40	2.20	2.85	3.50	14 X̄ 3.75 SD 2.06	5.25	2.75	2.75	3.25	33 X̄ 4.08 SD 1.19	5.85	3.15	3.54	3.92	1.61	1.18	
18. Provide input to manpower survey documentation	20 X̄ 3.50 SD 1.78	6.00	1.92	2.17	3.15	07 X̄ 4.50 SD 3.54	5.00	4.50	5.00	2.50	08 X̄ 4.33 SD 1.53	5.33	3.00	2.67	3.33	1.53	.58	

- Sq Ldr
Group Management (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	Who	F	I	D	DN	SC	Who	F	I	D	DN	SC	Who	F	I	D	DN	SC
	Perform						Perform						Perform					
19. Help squad members prepare DA Form 4187, Personnel Actions	46	3.71	5.54	2.21	2.71	3.56	25	3.57	5.71	3.43	3.86	3.43	28	3.55	5.55	2.73	3.27	3.46
	SD	1.36	.84	1.03	1.41	1.16	SD	.79	1.40	1.72	1.77	.98	SD	1.13	1.13	1.11	1.62	1.37
20. Prepare military personnel job descriptions	Incorporated into Task #138						Incorporated into Task # 138						Incorporated into Task #138					
21. Prepare/review civilian evaluation reports	Not Applicable						Not Applicable						Not Applicable					
22. Provide personnel services	43	5.08	5.35	2.27	2.60	3.39	36	5.60	5.80	2.11	2.78	3.40	48	5.63	6.00	2.42	3.16	4.26
	SD	1.50	1.47	1.15	1.19	1.24	SD	1.35	1.14	1.17	1.09	1.35	SD	1.11	1.33	1.02	1.95	1.05

- Sq Ldr
Training

	Combat Arms						Combat Support						Combat Service Support								
	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC	# Who Perform	F	I	D	DN	SC			
1. Conduct MCO calls	Not Applicable						Not Applicable						Not Applicable								
2. Recommend personnel to attend service schools/ additional or specialized training	90	X	3.58	5.02	2.48	3.02	3.30	82	X	3.65	5.09	2.30	2.83	3.09	78	X	3.55	5.16	2.19	2.65	3.20
	SD	.98	1.30	1.29	1.43	1.18		SD	1.34	1.47	1.19	1.56	1.31		SD	1.29	1.42	1.28	1.45	1.32	
3. Provide input to training schedules	75	X	4.78	5.44	2.74	3.94	3.37	75	X	4.91	5.14	2.57	3.52	3.48	48	X	3.90	4.47	3.00	3.90	3.33
	SD	.87	1.22	1.08	1.37	1.34		SD	1.18	1.83	1.08	1.37	1.44		SD	1.53	1.71	1.67	1.56	1.37	
4. Provide input for planning of unit MCO training to PSG	43	X	4.31	5.12	2.69	3.58	3.50	25	X	4.14	4.43	3.29	3.29	3.13	25	X	3.70	5.40	3.30	3.40	3.67
	SD	1.26	1.31	1.26	1.47	1.14		SD	.90	.98	1.38	1.38	1.25		SD	1.16	1.08	1.77	1.96	1.00	
5. Develop/supervise physical fitness training/program in squad	66	X	5.28	5.58	1.98	2.65	3.60	54	X	5.27	3.47	2.13	2.60	4.00	45	X	4.72	4.95	2.39	2.56	3.67
	SD	1.15	.96	.95	1.39	1.15		SD	1.10	1.51	1.18	1.35	1.20		SD	1.13	2.04	1.42	1.50	1.24	
6. Provide training guidance to subordinates	82	X	5.52	6.00	2.28	2.90	3.80	71	X	5.40	6.05	2.50	2.95	3.90	60	X	5.21	5.95	2.75	3.38	3.75
	SD	1.05	.86	1.11	1.59	1.15		SD	1.05	.83	1.60	1.61	1.12		SD	1.35	1.08	1.36	1.77	1.26	
7. Monitor subordinates' attainment of DA minimum civilian education goals	74	X	3.60	5.44	2.24	2.60	3.62	54	X	3.80	5.53	2.53	2.73	3.40	48	X	3.63	5.53	2.26	2.74	3.53
	SD	.99	1.06	1.11	1.32	1.05		SD	1.42	1.30	1.55	1.49	1.40		SD	.76	1.31	.99	1.52	1.17	
8. Instruct squad members on relationship between soldiers' manuals, SQT's, & ANTEP's	85	X	4.58	5.52	2.31	2.94	3.84	64	X	4.11	5.67	2.44	2.83	3.56	58	X	4.09	5.70	2.57	2.74	3.83
	SD	1.16	1.20	1.12	1.42	1.17		SD	1.32	1.24	1.29	1.34	1.20		SD	1.31	.97	1.12	1.14	1.23	
9. Critique deficiency of squad enlisted instructors	64	X	4.62	5.62	2.31	3.21	3.50	36	X	4.40	5.10	1.90	2.30	3.30	25	X	4.10	5.70	2.40	3.10	3.83
	SD	1.18	.94	1.06	1.63	1.16		SD	1.74	1.20	.99	.95	1.16		SD	1.10	1.34	1.17	1.95	1.60	

- Sq Ldr
Training (cont.)

	Combat Areas					Combat Support					Combat Service Support						
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN
10. Evaluate training effectiveness to determine if commanders' training objectives are met	77 \bar{X} 4.83 SD 1.26	5.77	2.68	3.34	3.72	54 \bar{X} 4.73 SD 1.16	4.93	2.67	3.07	3.47	48 \bar{X} 4.21 SD 1.48	5.42	2.95	3.11	4.00	.74	
11. Implement/conduct training to correct individual/squad deficiencies	89 \bar{X} 4.82 SD 1.03	5.70	2.51	3.30	3.76	64 \bar{X} 4.33 SD 1.19	5.50	2.50	2.89	3.61	60 \bar{X} 4.75 SD .94	5.63	2.42	3.04	4.00	1.02	
12. Conduct train-the-trainer sessions for unit NCOs	Not Applicable	Not Applicable				Not Applicable	Not Applicable				Not Applicable	Not Applicable					
13. Identify & enforce training safety requirements	75 \bar{X} 5.39 SD 1.36	5.85	2.80	3.52	4.11	54 \bar{X} 5.13 SD 1.19	5.73	2.53	3.00	4.13	55 \bar{X} 5.00 SD 1.35	5.86	2.91	3.09	4.09	.87	
14. Insure squad members attend unit training	95 \bar{X} 5.81 SD .96	5.97	2.33	2.90	4.10	82 \bar{X} 5.49 SD 1.12	6.09	2.26	2.57	3.74	93 \bar{X} 5.03 SD .83	5.38	2.43	2.78	3.69	1.13	
15. Plan squad collective training	80 \bar{X} 5.08 SD 1.10	5.94	2.96	3.84	3.82	79 \bar{X} 4.46 SD 1.18	5.96	2.96	3.55	3.36	63 \bar{X} 3.84 SD 1.49	5.40	3.60	3.88	3.36	.81	
16. Review training performance objectives	75 \bar{X} 4.91 SD 1.07	5.59	2.48	3.17	3.78	54 \bar{X} 4.67 SD 1.50	5.33	2.80	3.53	4.00	38 \bar{X} 4.40 SD 1.18	5.53	2.20	2.80	3.75	1.07	
17. Provide input to unit Master Training Forecast	Not Applicable	Not Applicable				Not Applicable	Not Applicable				Not Applicable	Not Applicable					
18. Conduct critiques of squad training	85 \bar{X} 5.17 SD 1.32	5.94	2.17	3.85	3.87	82 \bar{X} 5.09 SD 1.16	5.78	2.44	3.22	3.74	68 \bar{X} 3.82 SD 1.42	5.22	3.15	3.93	3.39	.96	

- Sq Ldr
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
19. Evaluate individual training for squad personnel	87 X SD	5.38 1.24	5.94 .87	2.72 1.30	3.50 1.41	4.02 .99	75 X SD	5.00 1.27	5.91 .94	2.57 1.63	3.91 1.66	3.67 1.07	58 X SD	4.52 1.12	5.48 1.04	2.87 1.06	3.30 1.33	3.57 .84
20. Organize/implement squad SQR study program	74 X SD	4.64 1.03	5.67 .91	2.56 1.18	3.31 1.43	3.73 1.17	50 X SD	4.86 1.29	5.86 1.03	2.79 1.81	3.14 1.83	3.71 .99	48 X SD	3.83 1.25	5.67 1.19	3.00 1.46	3.22 1.70	3.61 1.04
21. Plan use of available training time	72 X SD	5.55 .98	5.77 .94	2.82 1.23	3.66 1.51	3.71 1.29	68 X SD	4.95 1.08	5.63 1.17	2.79 1.51	3.63 1.67	3.68 .95	58 X SD	4.78 1.04	5.48 1.08	3.00 1.35	3.44 1.41	4.09 .92
22. Coordinate squad training	84 X SD	5.47 1.12	6.02 .79	2.75 1.21	3.61 1.48	3.86 1.13	79 X SD	5.18 1.10	5.96 1.05	2.77 1.54	3.59 1.74	3.77 1.15	63 X SD	4.12 1.20	5.24 1.39	3.08 1.55	3.32 1.63	3.64 .95
23. Supervise squad collective training	82 X SD	5.36 1.08	5.74 .83	2.42 1.18	3.32 1.39	3.78 1.11	68 X SD	4.79 1.32	5.95 .97	2.42 1.43	3.37 1.71	3.95 .91	53 X SD	4.14 1.42	5.67 .97	3.00 1.10	3.29 1.31	3.43 1.21
24. Recommend tasks for increment weather training	62 X SD	3.84 1.15	4.90 1.29	2.61 1.20	3.34 1.56	3.47 1.03	50 X SD	3.21 1.12	4.79 1.47	2.21 1.19	2.64 1.15	2.86 1.17	33 X SD	3.54 .52	5.08 1.39	3.46 1.51	3.69 1.60	3.08 .95
25. Select performance objectives based on commander's & SQR training guidance	82 X SD	4.98 1.12	5.66 1.04	2.66 1.04	3.77 1.43	3.92 1.18	75 X SD	4.86 1.15	5.71 .96	2.91 1.22	3.29 1.15	3.33 1.24	60 X SD	4.38 1.50	2.63 .97	2.75 1.03	3.83 1.13	3.75 .94
26. Designate enlisted training instructors for squad	66 X SD	4.38 1.15	5.30 1.14	2.28 1.13	2.95 1.34	3.40 .97	43 X SD	4.58 1.24	5.00 .85	2.50 1.45	3.25 1.82	3.33 1.07	43 X SD	4.18 1.13	5.06 1.68	1.84 .95	2.18 1.19	3.18 1.33
27. Coordinate squad training support	64 X SD	4.80 1.22	5.41 .88	2.74 1.16	3.54 1.59	3.64 1.04	57 X SD	4.44 1.09	5.32 1.45	2.69 1.49	3.38 1.41	3.31 1.14	48 X SD	3.90 1.29	5.42 1.12	3.16 1.47	3.26 1.41	3.42 .96
28. Conduct a performance oriented training session (individual & collective)	82 X SD	5.04 1.07	5.65 .99	2.45 1.10	3.61 1.67	3.67 1.14	61 X SD	4.47 1.13	5.59 1.06	2.59 1.62	3.12 1.76	3.59 1.23	53 X SD	2.91 .77	5.62 .87	2.71 1.23	2.95 1.43	4.00 1.24

- Sq Ldr
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
29. Determine required support for training	67 \bar{X} SD	4.59 1.16	5.37 1.07	2.81 1.21	3.56 1.64	3.90 .97	50 \bar{X} SD	4.57 1.02	5.77 1.17	2.14 1.10	3.00 1.71	3.43 1.16	35 \bar{X} SD	4.07 1.39	5.43 1.09	3.36 1.28	3.93 1.44	3.50 1.02
30. Supervise squad OJT program	51 \bar{X} SD	5.58 1.65	5.71 1.24	2.58 1.21	3.71 1.37	4.13 1.03	54 \bar{X} SD	4.87 1.85	5.73 1.39	3.00 1.46	3.53 1.77	4.07 .80	58 \bar{X} SD	4.30 1.89	5.35 1.53	2.74 .28	3.04 1.30	3.70 1.26
31. Prioritize tasks selected for training in squad	77 \bar{X} SD	5.43 .88	5.55 .97	2.79 1.16	3.43 1.43	3.62 1.23	57 \bar{X} SD	5.00 1.10	5.63 1.09	2.69 1.49	3.31 1.54	3.13 1.25	50 \bar{X} SD	4.35 1.46	5.40 1.23	2.90 1.55	3.55 1.91	3.70 1.08
32. Supervise individual training within squad	89 \bar{X} SD	5.76 1.06	6.04 .70	2.20 1.14	3.02 1.62	4.02 .88	93 \bar{X} SD	5.35 1.50	5.81 1.13	2.46 1.48	3.12 1.61	4.08 1.00	68 \bar{X} SD	4.89 1.55	5.77 .95	2.62 1.42	2.81 1.42	4.00 .83
33. Identify/review & use training publications	75 \bar{X} SD	5.09 1.30	5.37 1.10	2.28 1.11	2.85 1.35	3.60 1.16	71 \bar{X} SD	5.20 1.24	5.50 1.10	2.55 1.28	3.10 1.41	3.55 1.00	68 \bar{X} SD	5.12 1.50	5.48 1.22	2.37 1.01	2.82 1.36	3.70 1.07
34. Plan squad individual training	77 \bar{X} SD	5.09 1.12	5.87 .74	2.68 1.27	3.55 1.59	3.80 1.26	71 \bar{X} SD	4.80 .89	5.70 1.17	2.65 1.09	3.25 1.48	3.60 1.05	48 \bar{X} SD	4.32 1.20	5.42 1.12	2.47 1.50	3.00 1.53	3.42 .96
35. Evaluate collective training, using ARTEP evaluation standards	49 \bar{X} SD	3.97 1.27	5.77 1.10	2.60 1.43	3.20 1.83	3.80 1.16	36 \bar{X} SD	3.30 1.25	5.20 1.28	2.80 1.62	3.78 1.86	3.80 1.03	23 \bar{X} SD	2.89 1.27	6.00 1.00	3.00 1.58	3.78 2.05	4.33 .87
36. Prepare, supervise a performance oriented training session (individual and collective)	89 \bar{X} SD	4.67 1.03	5.50 1.03	2.57 1.06	3.54 1.66	3.56 1.11	71 \bar{X} SD	4.45 1.19	5.60 1.19	2.65 1.27	3.20 1.58	3.60 .94	63 \bar{X} SD	3.80 .96	5.24 1.39	3.04 1.14	3.48 1.42	3.60 1.16
37. Draft/review training outlines	43 \bar{X} SD	4.54 1.21	5.31 1.12	2.50 1.14	3.31 1.59	3.29 1.24	32 \bar{X} SD	4.56 1.01	6.00 .71	2.33 .87	3.00 1.50	3.89 1.54	23 \bar{X} SD	3.79 .83	5.78 .97	2.56 1.13	3.11 1.17	3.80 1.14
38. Implement an OJT training program	38 \bar{X} SD	4.44 .33	5.55 1.26	2.05 1.17	2.86 1.73	2.64 1.22	32 \bar{X} SD	4.00 1.73	5.11 .93	3.00 1.00	3.00 1.00	3.67 1.00	40 \bar{X} SD	3.94 1.24	6.06 1.18	2.81 1.22	3.13 1.41	4.06 1.00

- Sq Ltr
Training (cont.)

	Combat Arms						Combat Support						Combat Service Support					
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
39. Incorporate multi-echelon collective training in training program (e.g., con-current training)	51	\bar{X} 4.52 SD 1.15	5.13	2.64	3.53	3.65	43	\bar{X} 4.00 SD 1.41	5.42	2.67	3.25	4.11	25	\bar{X} 3.60 SD .97	4.90	3.10	3.70	3.20
40. Attend training briefings	52	\bar{X} 4.84 SD 1.22	5.16	2.25	2.59	3.41	57	\bar{X} 4.31 SD 1.14	5.50	1.94	2.19	3.31	65	\bar{X} 4.46 SD .86	5.50	2.23	2.26	3.73
41. Record results of training	80	\bar{X} 5.18 SD 1.09	5.55	2.41	2.86	3.61	64	\bar{X} 5.00 SD 1.19	5.39	2.44	2.78	3.33	60	\bar{X} 4.63 SD 1.06	5.63	2.21	2.50	3.54
				1.08	1.26	1.15			1.38	1.72	1.26	.84		.92	.88	1.22	.93	

- Sq Ldr
Maintenance

	Combat Arms						Combat Support						Combat Service Support					
	Who Perform	P	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
1. Inspect squad rooms, grounds and area	95 SD	6.22 .77	5.71 .92	1.91 1.03	2.53 1.45	3.39 1.27	89 SD	6.00 .70	5.84 1.38	2.24 1.59	2.64 1.60	3.90 1.25	88 SD	5.83 .71	5.54 1.15	2.17 1.27	2.60 1.58	3.60 1.14
2. Inspect squad organizational equipment (TASC, NBC, tents, field mess, etc.)	82 SD	4.04 .88	5.60 .81	2.42 1.13	3.06 1.48	3.98 .92	79 SD	3.96 1.17	5.91 .92	2.46 1.18	3.06 1.36	3.91 1.15	68 SD	3.93 .88	5.74 .98	2.71 1.56	2.67 1.44	3.96 .98
3. Inspect weapons/supervise & monitor cleaning of weapons	93 SD	4.40 .84	5.95 .81	2.14 1.06	2.72 1.33	4.14 1.15	71 SD	4.30 1.03	5.85 1.23	2.00 1.12	2.30 1.22	4.15 .93	58 SD	3.48 .79	4.83 1.37	2.22 1.28	2.48 1.50	3.78 1.00
4. Spot-check squad vehicles for preventive maintenance indicators	98 SD	5.88 .56	6.11 .81	2.57 1.05	3.32 1.17	4.43 .95	96 SD	5.30 .72	5.93 1.04	2.59 1.31	3.07 1.54	4.07 1.11	60 SD	5.54 .83	6.04 1.00	3.00 1.47	3.29 1.65	3.88 1.19
5. Monitor squad vehicle safety program	75 SD	5.50 1.13	5.85 1.01	2.54 1.31	3.17 1.60	4.28 1.07	61 SD	5.18 1.24	6.29 .77	2.82 1.51	3.53 1.70	3.94 1.30	40 SD	4.94 1.48	5.81 1.52	3.06 1.00	3.13 1.20	4.31 .79
6. Recommend soldiers for driver training program	79 SD	3.92 1.29	5.35 1.06	2.35 1.39	2.67 1.52	3.42 1.20	68 SD	3.32 1.25	5.63 1.30	2.21 1.44	2.37 1.38	3.37 1.17	50 SD	3.85 1.39	5.75 .79	2.65 1.35	3.00 1.62	3.50 1.19
7. Monitor squad vehicle trip tickets & dispatch	80 SD	4.82 1.07	5.29 1.30	2.31 1.11	2.73 1.30	3.80 1.10	79 SD	5.23 1.19	5.32 1.64	2.27 1.62	2.32 1.09	3.68 1.36	50 SD	5.60 1.00	5.30 1.22	1.85 .22	2.15 .90	3.55 1.23
d. Review squad equipment readiness status	85 SD	5.29 .96	6.19 .82	2.29 1.11	2.98 1.55	4.10 1.11	82 SD	4.74 1.05	6.04 .88	2.09 1.31	2.61 1.44	4.17 1.03	58 SD	4.65 1.40	5.99 .95	2.61 1.03	2.87 1.46	4.22 .95
9. Inspect squad maintenance/pioneer tools	85 SD	4.83 .99	5.50 1.18	2.21 1.02	2.79 1.33	3.79 1.04	86 SD	4.17 1.00	5.63 1.25	2.21 1.35	2.29 1.27	3.54 1.32	70 SD	4.04 1.45	5.07 1.72	2.36 1.22	3.07 1.65	3.71 1.27

- Sq Ldr
Maintenance (cont.)

	Combat Arms					Combat Support					Combat Service Support						
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN
10. Supervise/monitor squad personnel performing preventive maintenance	90 \bar{X} 5.83 SD .76	6.01	2.53	3.15	4.37	96 \bar{X} 5.44 SD .75	6.00	2.37	2.93	4.26	75 \bar{X} 5.40 SD 1.28	5.77	2.50	2.97	3.93	1.10	1.05
11. Monitor driver awards program	31 \bar{X} 3.47 SD 1.31	4.62	2.74	3.11	2.95	25 \bar{X} 3.27 SD .95	4.71	2.00	2.29	2.57	13 \bar{X} 3.60 SD 1.52	4.00	2.40	3.00	3.00	.82	1.58
12. Review operational readiness status of squad vehicles	89 \bar{X} 5.48 SD 1.04	6.22	2.57	3.39	4.41	86 \bar{X} 5.08 SD 1.14	5.71	2.42	2.75	3.92	53 \bar{X} 5.71 SD .90	2.81	2.62	3.24	4.00	1.90	1.05
13. Review maintenance SOP	74 \bar{X} 4.02 SD 1.34	4.96	2.11	2.67	3.57	43 \bar{X} 3.75 SD 1.60	5.75	2.67	3.18	3.83	43 \bar{X} 3.35 SD 1.22	3.06	2.59	2.77	3.35	1.60	.86
14. Monitor vehicle dispatches	Incorporated into Task #198					Incorporated into Task #198					Incorporated into Task #198						
15. Review unit Material Readiness Report (DA Form 2406)	Not Applicable					Not Applicable					Not Applicable						
16. Inspect equipment log books	84 \bar{X} 4.84 SD .93	5.57	2.12	2.90	3.71	43 \bar{X} 5.00 SD 1.13	5.42	2.33	2.67	3.67	35 \bar{X} 4.93 SD 1.00	5.79	2.29	2.71	3.71	1.82	1.44
17. Establish maintenance priorities for squad	82 \bar{X} 5.64 SD .86	5.92	2.36	3.08	3.80	61 \bar{X} 5.65 SD .86	6.35	2.65	3.12	4.47	50 \bar{X} 5.70 SD .98	5.65	2.45	2.95	3.80	1.47	1.01

- Sq Ldr
Security

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC	% Who Perform	P	I	D	DN	SC
1. Report security violations	66 \bar{X} SD	3.83 1.41	6.02 1.07	2.07 1.06	2.37 1.37	4.17 1.10	61 \bar{X} SD	3.35 1.22	5.88 1.27	2.41 1.00	2.77 1.35	3.88 1.36	55 \bar{X} SD	3.77 1.60	5.96 1.40	1.82 .96	2.00 1.11	4.18 1.10
2. Supervise/monitor key control within squad	72 \bar{X} SD	6.00 .75	5.61 1.13	2.16 1.12	2.64 1.56	4.05 1.25	57 \bar{X} SD	5.38 1.46	5.63 1.63	2.38 1.41	2.94 1.77	3.94 1.12	48 \bar{X} SD	5.90 1.10	5.95 1.03	2.26 1.20	2.67 1.33	4.11 1.05
3. Insure personally owned high dollar value items are registered by serial number for squad members	97 \bar{X} SD	4.19 1.18	5.20 1.27	2.31 1.12	2.68 1.36	3.70 1.12	79 \bar{X} SD	3.72 .93	5.14 1.55	2.36 1.47	2.55 1.57	3.55 1.01	80 \bar{X} SD	3.88 1.04	4.91 1.55	2.50 1.19	3.69 1.49	3.56 1.13
4. Insure that privately owned weapons are secured in accordance with local directives	43 \bar{X} SD	3.39 1.36	5.58 1.42	2.15 1.12	2.54 1.24	3.96 1.14	43 \bar{X} SD	4.00 1.35	5.33 1.78	1.67 1.50	2.17 1.85	3.83 1.19	23 \bar{X} SD	3.22 1.09	1.09 1.83	2.44 1.33	2.78 1.56	3.44 1.24
5. Safeguard "For Official Use Only" material	52 \bar{X} SD	4.75 1.41	5.78 1.21	2.41 1.07	2.94 1.39	4.03 1.00	39 \bar{X} SD	4.82 .98	5.36 1.91	2.09 1.22	2.50 1.18	3.82 1.25	25 \bar{X} SD	5.20 2.25	6.44 1.01	3.00 1.80	3.00 1.94	4.50 1.27
6. Conduct physical security inspection	62 \bar{X} SD	4.87 1.26	5.53 1.06	2.26 1.13	2.74 1.43	4.40 .86	46 \bar{X} SD	5.15 1.35	5.46 1.85	2.15 1.57	3.08 2.18	3.77 1.42	70 \bar{X} SD	4.57 1.43	2.46 1.35	2.14 1.19	2.29 1.01	3.89 1.17
7. Determine squad physical security requirements	56 \bar{X} SD	4.82 1.38	5.35 1.04	2.32 1.09	2.77 1.30	3.37 1.19	50 \bar{X} SD	3.93 1.39	5.29 1.14	2.36 1.39	3.07 1.54	3.54 1.15	33 \bar{X} SD	4.36 1.19	5.46 1.13	2.69 1.11	2.85 .99	3.92 .86
8. Maintain a safe or cabinet security record (DA Form 672)	26 \bar{X} SD	4.88 1.54	5.69 1.08	1.81 1.11	2.31 1.40	4.07 1.10	14 \bar{X} SD	4.75 1.50	4.50 2.65	1.25 .50	1.50 1.00	2.40 1.95	08 \bar{X} SD	4.67 1.53	5.33 1.16	2.67 1.53	3.00 2.00	3.00 0.00

- Sq Ldr
Security (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	P	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Review security access roster	30 \bar{X} 3.83 SD 1.22	5.41	1.82	2.18	3.56	21 \bar{X} 3.56 SD 1.25	5.00 SD 1.10	6.33	2.33	3.33	4.83	15 \bar{X} 4.83 SD .41	3.83	6.17	1.83	1.83	4.50	.84
10. Conduct arms room inspection	25 \bar{X} 4.00 SD 1.31	5.40	2.20	3.07	3.93	46 \bar{X} 3.93 SD .88	3.85 SD 1.14	5.83	1.58	1.92	3.69	18 \bar{X} 3.69 SD 1.25	3.43	6.29	1.86	2.14	4.71	.49
11. Check security of serial numbered items	89 \bar{X} 4.70 SD 1.21	5.61	2.26	2.76	4.22	79 \bar{X} 4.22 SD 1.00	4.23 SD 1.19	5.18	2.18	2.55	3.67	68 \bar{X} 3.67 SD 1.20	4.33	5.44	2.48	2.85	4.19	.88
12. Recommend suspension/revocation of security clearances	08 \bar{X} 3.00 SD 1.73	5.00	2.80	3.60	4.17	14 \bar{X} 4.17 SD 1.33	3.00 SD 1.16	5.25	2.50	.58	3.00	05 \bar{X} 3.00 SD 1.41	6.00	5.50	3.00	3.50	2.00	1.41
13. Supervise unit armorer	Not applicable	Not Applicable																
14. Collect/report information of potential intelligence value	48 \bar{X} 3.45 SD .24	5.70	3.23	4.17	4.13	35 \bar{X} 4.13 SD 1.14	2.40 SD .55	5.80	4.00	4.60	4.40	25 \bar{X} 4.40 SD 1.17	4.00	4.00	4.10	3.90	3.44	1.33
15. Conduct squad physical security	61 \bar{X} 4.73 SD 1.35	5.27	2.60	3.16	3.84	21 \bar{X} 3.84 SD .96	3.81 SD 1.60	5.38	2.25	2.69	4.13	40 \bar{X} 4.13 SD 1.13	4.50	5.56	2.44	2.81	4.19	.75
16. Implement/enforce unit communications security procedures	56 \bar{X} 4.38 SD 1.21	5.82	2.35	3.12	4.24	61 \bar{X} 4.24 SD 1.10	4.65 SD 1.58	5.94	2.47	2.94	4.18	28 \bar{X} 4.18 SD 1.29	4.72	5.91	3.18	3.91	4.09	1.04

- Sq Ldr
Security (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
17. Conduct squad security briefings	74 X SD	4.07 1.23	5.38 1.13	2.60 1.17	3.20 1.47	3.76 1.11	71 X SD	3.70 1.13	5.45 1.43	2.60 1.10	3.20 1.44	3.65 1.14	55 X SD	4.00 1.45	5.52 1.20	2.35 .89	2.70 .93	3.96 .25
18. Monitor DA Form 727, Classified Container Information	18 X SD	4.36 1.27	5.46 1.57	1.72 .90	2.27 1.01	3.73 1.10	14 X SD	5.00 2.31	5.75 2.50	3.75 2.50	4.25 2.75	4.00 2.58	03 X SD	3.00 0.00	5.00 0.00	1.00 0.00	1.00 0.00	4.00 0.00
19. Encode/decode messages	74 X SD	3.59 .97	6.11 1.01	2.17 1.15	3.27 1.04	4.24 1.01	54 X SD	3.13 .92	5.93 1.28	2.07 1.03	3.20 1.61	3.80 1.37	05 X SD	2.50 .71	6.50 .71	1.50 .71	2.50 2.12	5.00 0.00
20. Inventory ammunition for squad	52 X SD	3.97 1.64	6.09 1.25	1.16 1.20	2.44 1.37	4.13 1.10	14 X SD	2.75 .96	5.25 2.22	2.75 1.50	2.50 .58	4.50 .58	10 X SD	3.00 1.16	6.00 0.00	2.50 1.00	2.50 1.00	3.75 .50
21. Monitor/enforce squad safety program	67 X SD	5.66 1.28	5.90 1.24	2.19 1.30	2.68 1.84	3.93 1.26	57 X SD	5.31 1.35	6.06 .85	2.56 1.83	2.93 1.79	4.00 1.03	50 X SD	5.25 1.45	6.20 .89	2.70 1.38	2.90 1.59	4.00 1.21

- Sq Ldr
ARTEP

	Combat Arms						Combat Support						Combat Service Support					
	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC	Who Perform	F	I	D	DN	SC
1. Establish & operate/ supervise establishment & operation of field mess	Not applicable						Not applicable						Not Applicable					
2. Supervise establishment & operations of a unit motor pool	Not applicable						Not applicable						Not Applicable					
3. Supervise evacuation of sick & injured to aid station	44 X SD	3.63 1.50	6.04 1.26	2.03 1.19	2.44 1.37	4.04 1.13	32 X SD	4.00 1.41	5.89 1.27	2.67 1.12	3.11 1.27	3.56 1.13	23 X SD	4.11 1.61	5.89 1.05	2.22 .83	2.22 .83	4.33 1.00
4. Conduct a tactical road march	74 X SD	3.18 .83	4.98 1.73	2.25 1.22	3.11 1.51	3.66 .99	46 X SD	2.62 .86	5.23 1.54	2.46 1.20	3.46 1.61	3.69 1.03	33 X SD	2.85 .70	5.42 1.08	3.50 1.62	4.08 1.62	4.14 .77
5. Establish a tactical bivouac	56 X SD	3.27 1.19	5.79 1.10	2.29 1.03	3.09 1.44	4.03 1.06	43 X SD	3.00 .74	5.92 1.08	2.17 1.47	3.00 1.41	3.18 1.25	15 X SD	5.20 1.24	5.50 1.98	2.83 1.60	3.17 1.60	3.83 1.60
6. Employ camouflage techniques	92 X SD	3.63 .96	5.55 1.18	2.74 1.32	3.33 1.52	4.13 .97	86 X SD	3.17 .92	5.71 1.33	2.42 1.21	3.17 1.69	3.83 .98	63 X SD	2.60 1.00	5.32 1.41	2.76 1.05	3.16 1.28	3.52 1.16
7. Conduct rear area protection operations	36 X SD	3.18 1.01	5.14 .77	2.68 1.24	3.50 1.54	4.00 .80	32 X SD	3.56 1.51	6.33 1.00	3.11 1.97	4.22 2.28	4.00 1.00	08 X SD	2.67 .58	7.00 0.00	2.00 1.73	2.33 1.53	5.00 0.00
8. Perform/train for civil disturbance operations	25 X SD	2.40 .51	3.81 1.38	2.75 1.44	3.19 1.47	3.44 1.10	46 X SD	2.92 .76	4.92 2.10	2.62 1.26	3.54 1.71	3.46 1.27	05 X SD	2.00 0.00	5.50 .71	4.50 0.00	5.00 0.00	4.00 1.41

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- Sq Ldr
ARTEP (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
9. Disseminate intelligence to subordinates & support elements	49 X SD	4.17 1.78	5.27 1.29	2.37 1.00	2.97 1.16	3.73 1.05	29 X SD	4.50 1.83	5.75 1.04	3.50 1.31	4.25 1.67	4.00 1.07	15 X SD	5.17 1.42	6.00 1.27	2.50 1.05	3.17 1.60	3.83 1.60
10. Conduct radio communications	84 X SD	4.29 .88	5.92 .98	1.88 .15	2.53 1.45	4.12 .96	93 X SD	4.89 1.63	6.00 1.17	2.12 1.31	2.46 1.45	3.96 1.25	20 X SD	2.38 .74	6.38 1.06	2.88 1.25	3.50 1.60	4.00 1.31
11. Execute loading IAW movement plan.	84 X SD	4.12 .91	5.47 1.12	2.55 1.05	3.24 1.39	4.04 1.02	79 X SD	3.64 .73	5.59 1.30	2.55 1.44	2.96 1.73	3.77 1.11	53 X SD	3.57 1.08	5.33 1.28	2.48 1.25	3.05 1.60	3.71 1.35
12. Establish observation posts	74 X SD	3.42 .97	5.80 1.03	2.11 1.02	2.80 1.42	4.09 .86	36 X SD	2.80 .79	5.60 1.51	2.30 1.57	2.80 1.75	3.80 .79	23 X SD	3.00 1.32	6.11 .93	2.89 .93	3.44 1.01	4.00 1.58
13. Occupy & secure squad CP	67 X SD	3.54 1.16	6.05 1.00	2.24 1.07	2.88 1.72	3.90 1.15	50 X SD	3.36 .75	5.57 1.28	2.21 1.12	3.07 1.33	3.57 1.34	18 X SD	3.71 2.06	6.17 .75	3.50 1.64	3.67 1.97	4.16 1.33
14. Operate in a EW environment	38 X SD	3.09 1.08	5.26 1.32	3.30 1.33	4.30 1.72	4.09 1.00	36 X SD	3.30 2.00	5.00 1.33	3.20 2.04	3.40 1.58	4.17 .75	20 X SD	5.50 1.93	6.00 .93	3.13 1.36	3.75 1.83	3.56 1.42
15. Implement/supervise squad defensive posture	92 X SD	3.82 1.13	5.96 .98	3.00 1.14	4.11 1.26	4.23 .97	61 X SD	3.88 1.22	5.24 1.35	2.82 1.29	3.65 1.37	3.77 1.20	55 X SD	3.50 1.74	5.41 1.37	3.32 1.21	3.96 1.40	3.86 1.04
16. Monitor/review unit plan for medical support	23 X SD	3.57 1.70	5.79 1.25	1.64 .75	2.00 .96	3.86 1.35	Not Applicable					03 X SD	3.00 0.00	7.00 0.00	1.00 0.00	3.00 0.00	0.00 0.00	3.00 0.00
17. Distribute weather data	31 X SD	4.00 1.25	4.63 1.42	1.79 1.03	2.26 1.59	3.00 1.11	07 X SD	4.00 0.00	6.00 0.00	3.00 0.00	3.00 0.00	3.00 1.41	10 X SD	5.50 1.29	5.25 1.71	2.25 .96	3.25 2.63	3.25 .96
18. Prepare operations estimate	28 X SD	4.06 1.48	5.53 1.13	2.59 1.23	3.41 1.66	3.59 .71	07 X SD	4.00 2.83	4.50 2.12	2.00 1.41	3.50 .71	3.00 1.41	13 X SD	4.60 1.14	5.60 1.34	2.80 1.48	2.80 1.11	3.60 1.67

- Sq Ldr
ARTEP (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
19. Request PLL for elements at worksite	Not Applicable						Not Applicable						Not Applicable					
20. Implement response to air/ground attack	62 X SD	3.53 1.25	6.08 .95	2.65 1.34	3.60 1.80	4.13 .99	46 X SD	3.00 1.16	5.62 1.04	3.31 1.32	3.92 1.80	4.08 .95	13 X SD	2.20 .45	5.80 1.10	3.40 1.82	3.20 1.64	4.40 .55
21. Insure communications sites are adequately organized for defense	Not applicable						Not Applicable						Not Applicable					
22. Counter against/report jamming	33 X SD	2.90 1.07	5.45 1.32	2.50 1.73	3.30 1.92	4.15 .81	39 X SD	3.27 1.01	6.09 .94	3.91 1.51	3.27 1.56	3.82 .98	05 X SD	3.50 .71	5.50 2.12	4.00 1.41	4.50 .71	4.00 1.41
23. Insure laundry exchange	67 X SD	4.93 .52	5.39 1.22	2.07 1.06	2.17 1.20	3.47 1.27	32 X SD	4.78 .67	6.33 1.00	2.44 1.94	3.67 1.87	3.44 1.74	50 X SD	5.00 .32	5.35 1.39	1.60 .82	1.70 .98	3.70 1.17
24. Process personnel replacement	Not Applicable						Not Applicable						Not Applicable					
25. Perform liaison visits	13 X SD	2.63 1.41	4.50 1.20	2.50 1.07	3.50 1.69	3.13 1.13	11 X SD	4.00 2.65	4.33 .58	2.00 1.73	2.00 1.73	3.00 0.00	20 X SD	4.13 1.25	6.38 .52	3.13 1.55	3.88 1.96	4.25 .71
26. Organize for combat operations	87 X SD	4.49 1.28	6.04 .90	3.17 1.07	4.70 1.40	4.44 .84	75 X SD	4.05 1.16	2.95 .92	3.14 1.62	4.33 1.53	4.33 1.07	65 X SD	3.42 1.41	5.46 1.39	3.80 1.13	4.86 1.46	4.19 1.05
27. Conduct withdrawals	46 X SD	3.36 1.31	5.32 1.12	2.89 1.10	3.64 1.55	3.82 1.04	13 X SD	4.33 2.08	4.67 1.53	4.33 2.31	4.00 2.65	3.67 1.53	13 X SD	3.80 1.30	5.40 1.14	3.00 .71	3.20 1.10	3.60 1.14

- Sq Ldr
AMTEP (cont.)

	Combat Arms					Combat Support					Combat Service Support							
	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC	% Who Perform	F	I	D	DN	SC
28. Implement & monitor Personnel Reliability Program	Not applicable						Not Applicable						Not Applicable					
29. Train & certify personnel for NBC weapons logistical movement	Not applicable						Not Applicable						Not Applicable					
30. Develop/establish perimeter defense	70 \bar{X} 3.23 SD 1.00	6.05	2.37	3.35	4.21	4.21	54 \bar{X} 2.87 SD .74	5.60	2.47	3.40	3.93	25 \bar{X} 2.40 SD .70	6.40	3.00	3.20	4.40	1.62	1.08
31. Monitor energy conservation program	46 \bar{X} 5.36 SD 1.62	4.86	1.75	1.89	3.14	3.14	32 \bar{X} 5.33 SD 1.66	4.78	2.33	2.67	3.56	35 \bar{X} 5.36 SD 1.22	5.93	2.07	2.21	1.12	1.34	1.34
32. Attend courts-martial	15 \bar{X} 2.56 SD 1.33	4.44	1.78	1.89	3.78	3.78	32 \bar{X} 2.44 SD .73	5.00	1.89	2.22	3.33	05 \bar{X} 2.50 SD .71	4.00	2.50	2.50	.71	2.12	2.50

APPENDIX F

MEAN RATINGS FOR TASKS ON FREQUENCY, IMPORTANCE, DIFFICULTY,
AND CONSEQUENCES BY DUTY POSITIONS

First Sergeant

General Unit Administration

	% Who Perform ^a	F	I	D	DN	SC
1. Check to insure suspenses are met	98 X SD	6.27 .78	6.05 1.18	2.98 1.74	3.44 1.83	4.07 1.14
2. Maintain bulletin board	95 X SD	5.99 .73	5.56 1.13	2.36 1.21	2.87 1.47	3.63 1.21
3. Receive/monitor & route correspondence	97 X SD	6.66 .75	6.12 1.33	2.80 1.38	3.82 1.68	4.35 1.01
4. Monitor/analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	83 X SD	6.23 1.06	5.95 1.19	2.88 1.49	3.84 1.72	4.08 1.01
5. Conduct personnel asset inventory with commander	79 X SD	2.89 1.15	5.65 1.51	2.91 1.77	3.56 1.79	3.79 1.16
6. Prepare/maintain unit alert roster	89 X SD	4.18 .81	6.39 .79	2.96 1.68	3.34 1.79	4.41 .81
7. Draft correspondence (letters, DF's, Memos, etc.)	87 X SD	5.77 1.05	5.53 1.15	2.87 1.34	3.57 1.51	3.68 1.10
8. Maintain unit standard operating procedures (SOP) (e.g., draft changes & corrections & post changes & corrections)	90 X SD	3.88 1.41	5.33 1.28	3.29 1.31	3.98 1.52	3.61 1.08

Note. F=Frequency; I=Importance; D=Difficulty; DN=Difficulty for New NCO; SC=Serious Consequences
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- 1 SG
General Unit Administration (Cont.)

	% Who Perform	F	I	D	DN	SC
9. Prepare & maintain status boards & charts	70 \bar{X} SD	5.49 1.12	5.21 1.44	2.31 1.36	2.73 1.51	3.29 1.26
10. Consolidate/prepare recurring reports	67 \bar{X} SD	4.69 .98	5.25 1.22	2.81 1.38	3.47 1.69	3.50 1.13
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	87 \bar{X} SD	6.08 1.09	5.80 1.20	3.22 1.36	4.09 1.61	4.03 1.05
12. Develop inspection checklist	62 \bar{X} SD	3.37 1.19	4.87 1.25	2.63 1.38	3.06 1.52	3.28 1.15
13. Supervise/use the functional files maintained at the unit	67 \bar{X} SD	5.52 1.19	5.45 1.35	2.48 1.37	2.88 1.59	3.52 1.19
14. Monitor fund drive collection	60 \bar{X} SD	2.76 1.00	3.58 1.72	2.53 1.34	2.72 1.38	2.59 1.22
15. Supervise preparation of daily staff journal	63 \bar{X} SD	5.84 .65	5.35 1.27	1.90 1.15	2.19 1.27	3.38 1.26
16. Maintain special activities calendar	69 \bar{X} SD	5.28 1.08	5.01 1.50	2.39 1.43	2.78 1.51	3.26 1.27
17. Supervise log of incoming/outgoing correspondence to PAC	49 \bar{X} SD	6.29 .73	5.98 1.09	2.55 1.50	2.97 1.65	4.07 1.21

- 1 SG
General Unit Administration (Cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
18. Monitor/maintain suggestion program	50 \bar{X} SD	4.30 1.36	5.05 1.22	2.37 1.17	2.57 1.21	3.15 1.15
19. Supervise requisition/maintenance of publications & blank forms	48 \bar{X} SD	3.93 1.07	5.21 1.11	2.66 1.35	3.08 1.55	3.48 .99
20. Maintain/supervise maintenance of (limited) military publication library	50 \bar{X} SD	4.08 1.26	4.98 1.35	2.46 1.18	2.74 1.23	3.14 1.09
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	48 \bar{X} SD	5.74 .75	6.25 .96	2.75 1.26	3.43 1.38	4.19 .97
22. Prepare & maintain/supervise preparation & maintenance of reading files	53 \bar{X} SD	5.09 1.23	5.20 1.37	2.60 1.32	2.94 1.30	3.35 1.05
23. Provide input to unit historical report	48 \bar{X} SD	2.93 1.41	3.93 1.60	2.64 1.18	3.26 1.54	2.90 1.21
24. Monitor maintenance of duty roster maintained at PAC	21 \bar{X} SD	4.04 1.58	4.63 1.88	2.19 1.33	2.54 1.58	3.23 1.31
25. Supervise maintenance of leave control log	33 \bar{X} SD	5.45 .89	5.93 1.14	2.33 1.32	2.76 1.39	3.93 1.09

- 1 SG
General Unit Administration (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
26. Supervise unit mailroom operations	47 \bar{X} SD	5.62 .82	6.00 .98	2.43 1.41	2.83 1.52	3.94 1.05
27. Supervise the preparation & maintenance of SIDPERS transactions, records & reports	44 \bar{X} SD	5.93 .78	6.36 .75	3.32 1.48	4.68 1.73	4.42 .89
28. Control issue of DD Form 714, Meal Card	27 \bar{X} SD	4.97 1.17	5.79 1.23	1.88 .95	2.27 1.19	3.85 1.33
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for publications & blank forms)	30 \bar{X} SD	3.32 1.19	5.42 1.03	3.03 1.55	3.58 1.62	3.26 1.06
30. Prepare After-Action Reports	51 \bar{X} SD	3.27 1.06	4.91 1.39	3.19 1.25	3.81 1.52	3.29 1.00
31. Draft messages (DD Form 173)	19 \bar{X} SD	3.96 1.52	4.33 1.66	2.50 1.18	3.17 1.09	2.88 1.04

- 1 SG
Administration of Personnel

	% Who Perform	F	Combined			
			I	D	DN	SC
1. Recommend approval/dis-approval of leave & pass request to commander	100 \bar{X} SD	5.48 .95	5.66 1.15	1.94 1.12	2.22 1.25	3.75 1.13
2. Prepare & maintain duty rosters	98 \bar{X} SD	5.27 .73	6.39 .79	2.54 1.62	3.42 1.83	4.27 1.05
3. Review & annotate promotion eligibility roster	94 \bar{X} SD	4.06 .53	6.28 .86	2.44 1.30	3.15 1.50	4.33 .96
4. Supervise Charge of Quarters (CQ)	95 \bar{X} SD	6.21 .47	6.35 .82	2.29 1.34	2.68 1.50	4.41 .90
5. Answer inquiries concerning personnel actions	95 \bar{X} SD	5.83 1.11	5.72 1.09	2.83 1.36	3.38 1.51	3.89 1.05
6. Prepare & maintain counseling records	97 \bar{X} SD	4.66 1.18	5.84 1.04	2.57 1.27	3.05 1.49	3.80 1.05
7. Review/monitor & correct unit Personnel Information Roster	83 \bar{X} SD	4.68 .99	5.65 1.10	2.50 1.34	3.03 1.62	3.79 1.06
8. Answer pay inquiries from service members	94 \bar{X} SD	4.55 .96	6.19 .96	3.06 1.18	3.65 1.81	4.17 .96
9. Supervise the administrative inprocessing/out-processing of personnel	80 \bar{X} SD	4.84 .98	5.96 .98	2.35 1.35	2.74 1.41	3.94 1.01

Administration of Personnel (cont.)

	Z Who Perform	Combined				
		F	I	D	DN	SC
10. Initiate administrative action on AWOL soldiers	77 \bar{X} SD	2.68 1.00	5.60 1.23	2.35 1.35	2.81 1.50	3.91 1.06
11. Control unit personnel visiting PAC	82 \bar{X} SD	6.49 .66	5.18 1.61	2.18 1.38	2.45 1.40	3.39 1.26
12. Screen Leave and Earnings Statement (LES) for potential pay problems	91 \bar{X} SD	4.04 .41	6.10 1.04	2.38 1.34	2.91 1.58	4.04 1.02
13. Prepare daily personnel status report	74 \bar{X} SD	6.09 .32	5.76 1.41	2.22 1.33	2.77 1.56	3.85 1.22
14. Prepare sick slips (DA Form 689)	63 \bar{X} SD	6.21 .69	4.98 1.56	1.68 1.12	1.78 1.15	3.35 1.38
15. Initiate/monitor requests for orders	56 \bar{X} SD	4.59 1.18	5.87 1.13	2.68 1.41	3.09 1.49	3.93 1.10
16. Draft results of unit inspections	77 \bar{X} SD	4.46 1.16	5.19 1.15	2.70 1.22	3.03 1.30	3.38 1.22
17. Supervise unit mail clerk/alternate mail clerk	57 \bar{X} SD	5.76 .66	6.03 1.05	2.46 1.45	2.83 1.56	4.22 .93
18. Initiate/review flagging actions	72 \bar{X} SD	3.59 .95	5.46 1.46	2.65 1.38	3.18 1.45	3.78 1.04
19. Supervise unit clerk	66 \bar{X} SD	6.47 1.00	6.00 1.23	2.44 1.53	3.08 1.71	4.13 1.22

- 1 SG
Administration of Personnel (cont.)

	% Who Perform	Combined				
		F	I	D	DN	SC
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	30 \bar{X} SD	5.08 1.26	5.68 1.25	2.66 2.66	3.21 3.21	3.67 1.11
21. Conduct meetings (briefings, discussions, seminars, etc.)	94 \bar{X} SD	5.42 1.02	5.70 1.12	2.40 1.36	2.87 1.48	3.73 1.12
22. Attend meetings (staff, commander, council, etc.)	96 \bar{X} SD	5.30 1.01	4.89 1.58	2.59 1.68	2.88 1.76	3.35 1.37
23. Conduct promotion boards for unit personnel	79 \bar{X} SD	3.91 .45	6.14 .88	2.69 1.46	3.04 1.58	4.14 .96

- 1 SG
Supply

	% Who Perform	Combined				
		F	I	D	DN	SC
1. Evaluate effectiveness of troop mess facility (sanitation, food preparation, etc.)	72 \bar{X} SD	5.01 1.25	6.31 .81	2.20 1.30	2.74 1.65	4.25 .95
2. Evaluate effectiveness of unit supply (economy, accountability, etc.)	86 \bar{X} SD	4.90 1.12	5.80 .98	3.34 1.48	4.10 1.61	4.12 .87
3. Arrange & coordinate for transportation of personnel & equipment	83 \bar{X} SD	5.08 1.16	5.37 1.19	3.14 1.51	3.54 1.60	3.79 1.07
4. Monitor/coordinate resupply operations	48 \bar{X} SD	3.69 1.19	5.92 .84	3.18 1.47	4.05 1.60	3.89 .99
5. Determine supply requirements	53 \bar{X} SD	4.64 1.25	5.71 1.13	2.94 1.61	3.58 1.87	3.97 .97
6. Instruct/evaluate soldier on the procedure he/she must follow to be relieved from pecuniary liability	66 \bar{X} SD	3.49 1.33	5.17 1.46	3.23 1.41	3.99 1.71	3.58 1.10
7. Make recommendations regarding Reports of Survey	46 \bar{X} SD	2.88 .82	4.67 1.61	2.64 1.31	3.16 1.41	3.24 1.10
8. Spot check fire extinguishers	83 \bar{X} SD	4.36 1.00	4.51 1.59	1.51 .92	1.55 .90	3.21 1.20

- 1 SG
Supply (cont.)

	% Who Perform	Combined				
		F	I	D	DN	SC
9. Control/monitor equipment usage	40	\bar{X} 5.32 SD 1.08	5.59 1.08	2.69 1.39	3.06 1.54	3.76 .98
10. Conduct physical inventory of installation organizational property	61	\bar{X} 3.33 SD 1.12	5.29 1.40	2.99 1.40	3.37 1.68	3.75 .99
11. Review Statement of Charges (DA Form 362)	44	\bar{X} 3.30 SD .91	4.89 1.33	2.71 1.37	3.09 1.51	3.37 1.13
12. Conduct/monitor inventory of absentees' personal effects & military equipment	61	\bar{X} 3.73 SD 1.18	5.20 1.44	2.73 1.48	3.12 1.56	3.46 1.17
13. Inspect basic loads	63	\bar{X} 3.48 SD .95	5.42 1.25	3.00 1.22	3.59 1.51	3.90 1.06
14. Maintain hand receipts	32	\bar{X} 3.53 SD 1.45	5.00 1.60	2.35 1.48	2.66 1.61	3.40 1.19
15. Monitor ration records & reports	37	\bar{X} 4.72 SD 1.08	5.45 1.47	2.66 1.63	3.13 1.73	3.62 1.30

- 1 SG
Garrison Tasks

	% Who Perform	Combined				
		F	I	D	DN	SC
1. Enforce standards of military discipline, courtesies & dress	99	6.78 SD	6.60 .65	2.80 1.90	3.31 1.98	4.58 .84
2. Monitor troop health & welfare	99	5.93 SD	6.32 .83	2.64 1.39	3.07 1.62	4.44 .86
3. Determine projects & details for extra duty personnel	95	4.98 SD	5.19 1.41	2.04 1.21	2.29 1.40	3.35 1.16
4. Brief newly assigned personnel on missions & policies	98	4.45 SD	6.25 .85	2.15 1.17	2.85 1.47	4.10 .92
5. Recommend judicial (courts-martial) & non-judicial (Art 15) action to commander	98	4.27 SD	6.02 .96	2.86 1.32	3.58 1.64	4.11 1.01
6. Visit personnel in hospital/confinement	95	3.43 SD	5.88 1.12	2.38 1.67	2.46 1.62	3.79 1.12
7. Recommend & initiate non-punitive (letters of reprimand, admonishment, etc.) disciplinary measures	96	4.37 SD	5.78 .98	2.86 1.27	3.83 1.52	3.92 1.03
8. Protect the rights of an accused or suspected individual	77	3.89 SD	5.93 1.18	2.95 1.62	3.33 1.72	4.07 1.09

- 1 SG
Garrison Tasks

	% Who Perform	F	Combined			
			I	D	DN	SC
9. Monitor relationships between unit officers & NCOs	92 \bar{X} SD	5.93 .99	6.10 .95	3.16 1.63	3.97 1.80	4.18 .99
10. Explain local laws & regulations (e.g., Status of Forces Agreement, city status, off-limit establishments, etc.) to personnel	94 \bar{X} SD	4.55 1.06	5.54 1.22	2.71 1.16	3.48 1.67	3.93 1.04
11. Inspect individual equipment for serviceability	94 \bar{X} SD	4.29 1.11	5.87 1.01	2.46 1.44	2.85 1.50	4.01 .97
12. Assist in development of junior officers	75 \bar{X} SD	5.54 1.25	6.19 .95	3.62 1.81	4.25 2.00	4.20 .93
13. Recommend pretrial confinement to commander	67 \bar{X} SD	2.64 1.16	5.64 1.28	2.57 1.53	3.04 1.81	3.73 1.12
14. Form & march unit for drill & ceremonies	87 \bar{X} SD	4.76 1.43	5.26 1.29	2.06 1.36	2.57 1.54	3.38 1.14
15. Plan/coordinate ceremonies	52 \bar{X} SD	3.00 1.07	4.65 1.46	2.67 1.34	3.26 1.48	3.23 1.24
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743R) on bulletin board	84 \bar{X} SD	3.93 .81	4.61 1.50	1.76 1.10	1.95 1.13	2.82 1.29

- 1 SG
Garrison Tasks

	% Who Perform	F	Combined			
			I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ	77 \bar{X} SD	4.28 1.09	5.89 1.03	2.88 1.35	3.75 1.61	4.09 1.00
18. Train the guidon bearer	75 \bar{X} SD	3.17 1.21	4.62 1.50	1.99 1.19	2.36 1.36	2.93 1.15
19. Plan/organize unit recreation activities	83 \bar{X} SD	3.67 1.35	4.74 1.32	2.94 1.37	3.39 1.42	3.17 1.17
20. Research Manual for Courts-Martial	40 \bar{X} SD	3.53 1.08	5.47 .97	3.12 1.63	3.94 1.88	3.69 .88
21. Monitor Unit Fund Council meetings & functions	50 \bar{X} SD	3.59 .66	5.25 1.24	2.11 1.09	2.35 1.08	3.19 1.14
22. Determine/assist commander to determine criteria for probable cause for search & seizure	87 \bar{X} SD	3.48 .97	5.66 1.12	3.08 1.56	3.67 1.74	3.89 1.07
23. Supervise the preparation of sworn/unsworn statements	33 \bar{X} SD	3.54 1.05	5.22 1.33	2.44 1.16	2.78 1.29	3.45 1.02
24. Brief soldiers on civilian-military relations	89 \bar{X} SD	4.01 1.11	5.01 1.35	2.39 1.04	2.80 1.15	3.31 1.18
25. Develop & implement human relations program	59 \bar{X} SD	4.00 1.28	5.53 1.42	2.73 1.47	3.41 1.63	3.73 1.10

- 1 SG
Garrison Tasks

	% Who Perform	Combined				
		F	I	D	DN	SC
26. Supervise personal hygiene	\bar{X}	5.63	5.92	2.32	2.64	4.09
	SD	1.14	1.22	1.24	1.45	1.09
27. Coordinate post/community details	\bar{X}	4.46	4.21	3.12	3.52	3.18
	SD	1.24	1.66	1.70	1.73	1.28
28. Brief personnel on standards, traditions & division of duties in Army	\bar{X}	4.43	5.15	2.38	2.83	3.39
	SD	1.30	1.37	1.09	1.42	1.19

- 1 SG
Tactical/Combat Tasks

	% Who Perform	F	Combined			
			I	D	DN	SC
1. Supervise preparation of bivouac area	67 \bar{X} SD	2.89 .85	5.57 .91	2.71 1.29	3.39 1.52	3.74 1.05
2. Supervise local area security	62 \bar{X} SD	4.42 1.55	5.86 1.15	2.62 1.24	3.05 1.37	4.04 .99
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.)	67 \bar{X} SD	3.05 .91	5.86 1.15	2.79 1.57	3.21 1.62	3.99 1.01
4. Organize/supervise the MUA/IUA (trains) area	31 \bar{X} SD	3.15 .88	5.39 1.35	3.56 1.14	4.33 1.56	3.74 1.13
5. Direct clearing of previously occupied unit area	70 \bar{X} SD	3.19 1.34	5.01 1.32	2.86 1.26	3.49 1.50	3.58 1.12
6. Direct coordination & preparation of advance party	66 \bar{X} SD	3.21 .99	5.76 1.13	3.07 1.27	3.83 1.56	4.00 1.05

- 1 SG
Tactical/Combat Tasks

	% Who Perform	F	Combined				SC
			I	D	DN		
7. Inspect field fortifications	61	\bar{X} 2.91 SD .86	5.33 1.41	2.84 1.11	3.42 1.45	3.91 1.09	
8. Plan/implement field sanitation activities	67	\bar{X} 3.04 SD .84	5.65 1.18	2.88 1.32	3.33 1.38	3.75 1.01	
9. Evaluate operations orders for impact on unit capabilities	56	\bar{X} 4.07 SD 1.54	5.94 1.05	3.59 1.66	4.21 1.74	4.00 .93	
10. Plan command post (CP) general location	44	\bar{X} 3.00 SD .88	5.60 1.05	2.82 1.35	3.51 1.74	3.87 .98	
11. Prepare/monitor unit tactical feeding plan	60	\bar{X} 3.40 SD .98	5.63 1.16	2.76 1.60	3.22 1.67	3.75 1.02	
12. Displace unit from one location to another	68	\bar{X} 3.29 SD 1.15	5.88 1.00	3.26 1.50	4.32 1.69	4.22 .99	
13. Plan/supervise implementation of NBC protective measures	71	\bar{X} 3.85 SD 1.08	5.74 1.18	3.33 1.40	4.01 1.58	4.20 .96	
14. Supervise tactical troop ground movements	48	\bar{X} 2.97 SD .94	5.88 .98	3.13 1.49	3.77 1.60	4.10 .93	
15. Spot check loaded vehicle for compliance with vehicle load plans	76	\bar{X} 3.62 SD .91	5.18 1.40	2.69 1.60	2.93 1.59	3.49 1.14	
16. Supervise handling of prisoners of war & refugees	22	\bar{X} 2.61 SD .79	5.39 1.34	2.43 1.26	2.93 1.39	3.68 1.16	

- 1 SG
Health and Welfare

	% Who Perform	F	Combined			
			I	D	DN	SC
1. Counsel personnel with disciplinary problems	98 \bar{X} SD	5.29 1.07	6.17 .92	2.66 1.49	3.40 1.79	4.20 .93
2. Counsel personnel facing personal/financial problems	98 \bar{X} SD	4.92 1.12	6.12 .80	2.66 1.43	3.50 1.72	4.16 .88
3. Counsel military personnel on job performance (good & bad)	98 \bar{X} SD	5.21 1.20	6.27 .82	2.74 1.33	3.49 1.64	4.32 .92
4. Counsel personnel concerning personnel actions	97 \bar{X} SD	5.30 1.01	5.91 .92	2.57 1.33	3.26 1.60	3.91 .95
5. Make appointments for enlisted personnel (medical, chaplain, IG, AER, etc.)	89 \bar{X} SD	5.23 1.22	5.81 1.06	2.23 1.45	2.46 1.48	3.87 1.03
6. Prepare rater's/indorser's section of EER	89 \bar{X} SD	3.33 1.14	6.49 .94	2.73 1.45	3.43 1.69	4.40 .93
7. Implement/supervise unit weight control program	84 \bar{X} SD	4.71 .99	5.35 1.47	2.88 1.54	3.34 1.59	3.45 1.21
8. Supervise the unit enlisted sponsorship program	95 \bar{X} SD	4.59 1.06	5.98 1.11	2.71 1.29	3.22 1.42	3.90 1.05

- 1 SG
Health and Welfare (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
9. Write letters of welcome to newly assigned personnel	67	\bar{X} 3.52 SD .98	6.05 1.01	2.38 1.27	2.79 1.46	3.82 1.09
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	89	\bar{X} 4.30 SD 1.29	4.34 1.67	2.03 1.14	2.68 1.35	2.97 1.33
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	68	\bar{X} 3.88 SD .93	5.57 1.17	3.23 1.78	3.82 1.77	3.75 1.07
12. Apply motivational (rewards & punishments) techniques	83	\bar{X} 5.47 SD 1.08	6.08 .95	2.53 1.46	3.04 1.71	4.01 1.01
13. Supervise conduct of counseling in the unit	98	\bar{X} 5.37 SD 1.32	5.97 1.10	2.99 1.26	3.73 1.50	4.08 1.07
14. Conduct referrals to service agencies	84	\bar{X} 4.76 SD 1.22	5.23 1.32	2.19 1.14	2.65 1.20	3.59 1.09
15. Assist/counsel in career planning & personnel development	94	\bar{X} 5.04 SD 1.01	5.98 .92	2.72 1.32	3.31 1.45	3.92 1.03

- 1 SG
Group Management

	% Who Perform	Combined				
		F	I	D	DN	SC
1. Recommend personnel for promotion/reduction	100 \bar{X} SD	4.32 .78	6.28 .90	2.77 1.32	3.60 1.59	4.37 .86
2. Recommend to commander approval/disapproval of personnel actions (DA Form 4187)	93 \bar{X} SD	5.33 1.06	5.94 .89	2.48 1.36	3.12 1.62	3.95 .94
3. Review EER for accuracy & completeness	97 \bar{X} SD	4.28 .98	6.35 .88	2.68 1.49	3.37 1.65	4.18 1.06
4. Recommend personnel for administrative elimination	94 \bar{X} SD	3.08 1.10	5.90 1.09	2.91 1.65	3.58 1.84	4.03 1.03
5. Recommend personnel for special/additional duties	98 \bar{X} SD	4.13 1.08	4.82 1.38	2.68 1.14	3.45 1.44	3.29 1.15
6. Supervise/monitor awards & decorations programs for enlisted personnel	89 \bar{X} SD	4.21 .93	5.84 1.00	2.88 1.49	3.38 1.62	3.74 1.02
7. Recommend duty assignment for newly assigned personnel	89 \bar{X} SD	4.61 .85	5.96 1.02	2.48 1.19	3.13 1.42	4.03 1.04
8. Review/correct Unit Manning Roster	86 \bar{X} SD	4.35 .99	6.04 .91	2.93 1.57	3.59 1.80	3.98 1.02
9. Recommend reassignment of assigned personnel	75 \bar{X} SD	3.28 1.13	5.75 1.12	2.35 1.33	2.85 1.63	3.85 1.03

- 1 SG
Group Management (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
10. Counsel personnel on SQT (e.g., preparation, scoring, importance, etc.)	75 X SD	3.43 1.29	5.83 1.10	2.62 1.37	3.06 1.47	3.96 .97
11. Review administrative elimination proceedings	64 X SD	3.12 1.08	5.67 1.25	2.73 1.47	3.46 1.73	3.88 .97
12. Prepare enlisted personnel rating scheme	88 X SD	3.07 .89	5.72 1.22	2.32 1.26	2.81 1.49	3.82 1.03
13. Recommend personnel for MOS reclassification	70 X SD	2.50 .80	5.63 1.21	2.58 2.52	3.11 1.77	3.61 1.06
14. Identify personnel for whom an EER is due	79 X SD	4.37 .88	6.13 1.04	2.57 1.44	3.08 1.61	4.18 .97
15. Provide input to TOE/TDA changes	37 X SD	2.45 .78	5.87 .99	3.32 1.86	4.04 1.89	3.81 .99
16. Write recommendations for awards/decorations	89 X SD	3.38 1.05	5.80 1.03	3.13 1.54	3.78 1.73	3.83 .97
17. Review military personnel job descriptions	41 X SD	3.31 1.23	5.50 1.28	2.42 1.14	2.98 1.38	3.65 1.19
18. Provide input to manpower survey documentation	38 X SD	2.81 1.18	4.33 1.60	2.62 1.48	2.94 1.61	2.92 1.25

- 1 SG
Group Management (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
19. Prepare/supervise the preparation of DA Form 4187, Personnel Actions	49	\bar{X} 5.48 SD 1.13	5.87 1.00	2.50 1.29	3.31 1.65	3.81 1.10
20. Prepare military personnel job descriptions	23	\bar{X} 3.41 SD 1.43	5.21 1.47	2.79 1.47	3.35 1.78	3.21 1.18
21. Prepare/review civilian evaluation reports	06	\bar{X} 3.25 SD 1.04	4.50 2.07	2.63 .92	2.63 .92	2.50 1.20
22. Provide personnel services	69	\bar{X} 6.13 SD 1.01	5.84 1.08	2.84 1.29	3.38 1.42	3.92 1.01

- 1 SG
Training

	% Who Perform	F	Combined			
			I	D	DN	SC
1. Conduct NCO calls	95 \bar{X} SD	4.66 .92	5.82 .94	2.21 1.29	2.66 1.52	3.81 1.11
2. Recommend personnel to attend service schools/ additional or specialized training	96 \bar{X} SD	4.15 .91	5.98 .97	2.43 1.32	2.83 1.43	4.03 .94
3. Provide input to training schedules	90 \bar{X} SD	4.93 .70	5.95 .94	2.57 1.36	3.15 1.61	4.01 1.00
4. Plan unit NCO training	93 \bar{X} SD	4.72 .83	6.25 .84	2.86 1.63	3.48 1.74	4.18 .97
5. Develop/supervise physical fitness training/program	96 \bar{X} SD	5.68 .66	6.00 .95	2.40 1.40	2.85 1.54	4.13 1.07
6. Provide training guidance to subordinates	92 \bar{X} SD	5.46 .92	6.03 .91	2.66 1.30	3.20 1.56	4.09 .94
7. Monitor subordinates' attainment of DA minimum civilian education goals	76 \bar{X} SD	4.27 .99	5.62 1.11	2.70 1.45	3.16 1.69	3.48 1.15
8. Instruct NCO's on relationship between soldiers' manuals, SQT's, & ARTEP's	94 \bar{X} SD	4.38 1.27	5.92 1.04	2.94 1.45	3.35 1.59	3.92 1.00
9. Critique deficiency of enlisted instructors	81 \bar{X} SD	4.66 1.03	5.70 .98	2.51 1.32	2.98 1.53	3.72 1.02

- 1 SG
Training (cont.)

	Z Who Perform	F	Combined			
			I	D	DN	SC
10. Evaluate training effectiveness to determine if commanders' training objectives are met	87 \bar{X} SD	5.08 1.01	6.03 .87	2.76 1.41	3.18 1.59	4.10 .96
11. Implement training to correct individual/unit deficiencies	88 \bar{X} SD	4.79 1.05	5.85 .94	3.16 1.35	4.03 1.68	4.08 .91
12. Conduct train-the-trainer sessions for unit NCOs	92 \bar{X} SD	4.55 .89	6.11 .85	2.93 1.34	3.56 1.60	4.21 .93
13. Identify & enforce training safety requirements	86 \bar{X} SD	4.95 1.20	5.86 .99	2.93 1.24	3.29 1.37	4.15 1.00
14. Designate personnel attend unit training	73 \bar{X} SD	5.37 .90	5.89 .98	2.59 1.54	2.94 1.66	3.99 1.02
15. Plan unit collective training	63 \bar{X} SD	4.60 .94	5.76 1.03	3.08 1.53	3.62 1.50	3.89 .88
16. Review training performance objectives	83 \bar{X} SD	4.76 1.05	5.74 1.00	2.98 1.32	3.48 1.49	3.90 1.00
17. Provide input to unit Master Training Forecast	68 \bar{X} SD	4.04 1.08	5.97 .98	2.93 1.48	3.52 1.65	3.93 1.00
18. Conduct critiques of unit training	76 \bar{X} SD	4.41 1.09	5.69 1.01	2.83 1.22	3.50 1.38	3.74 1.05

- 1 SG
Training (cont.)

Combined									
		% Who Perform	F	I	D	DN	SC		
19. Evaluate individual training	86	\bar{X} SD	5.19 1.06	5.85 1.00	2.82 1.31	3.36 1.49	4.17 .96		
20. Organize/monitor unit SQR study program	74	\bar{X} SD	4.19 1.38	6.03 .94	3.32 1.56	3.81 1.72	3.96 .97		
21. Plan use of available training time	82	\bar{X} SD	5.32 1.00	5.89 1.02	3.37 1.64	3.89 1.78	4.06 1.06		
22. Coordinate unit training	79	\bar{X} SD	5.27 .92	6.03 .89	3.28 1.37	3.97 1.43	4.09 .95		
23. Supervise collective training	72	\bar{X} SD	4.54 1.10	5.65 1.24	2.92 1.40	3.31 1.44	3.76 1.09		
24. Recommend tasks for increment weather training	61	\bar{X} SD	3.96 1.15	5.21 1.34	2.64 1.31	3.05 1.37	3.58 1.07		
25. Establish performance objectives based on commanders's training guidance	67	\bar{X} SD	4.84 1.12	5.97 .88	2.95 1.55	3.40 1.68	3.89 1.01		
26. Designate enlisted training instructors	67	\bar{X} SD	4.74 .95	5.74 1.01	2.16 1.26	2.64 1.49	3.74 1.09		
27. Coordinate unit training support	65	\bar{X} SD	4.70 1.16	5.71 1.06	3.20 1.30	3.74 1.47	3.78 1.04		
28. Conduct a performance oriented training session (individual & collective)	83	\bar{X} SD	4.33 .99	5.60 1.03	3.06 1.18	3.68 1.33	3.74 1.00		

- 1 SG
Training (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
29. Determine required support for training	56 \bar{X} SD	4.59 1.21	5.93 .85	2.90 1.50	3.49 1.63	3.95 1.07
30. Supervise unit OJT program	43 \bar{X} SD	4.22 1.38	5.44 1.04	2.89 1.28	3.25 1.48	3.76 1.02
31. Prioritize tasks selected for training in unit	66 \bar{X} SD	4.77 1.19	5.82 1.07	3.27 1.59	3.95 1.70	3.89 1.01
32. Supervise individual training	64 \bar{X} SD	5.26 1.24	6.14 .79	2.65 1.40	3.33 1.55	4.11 .94
33. Identify/review training publications	68 \bar{X} SD	4.38 1.05	5.12 1.38	2.61 1.25	2.79 1.28	3.52 1.08
34. Plan unit individual training	87 \bar{X} SD	5.23 .82	6.31 .86	3.68 1.37	4.72 1.68	4.30 .98
35. Evaluate collective training, using ARTEP evaluation standards	78 \bar{X} SD	3.46 1.45	5.80 1.08	3.41 1.34	4.16 1.52	4.15 .97
36. Prepare a performance oriented training session (individual/collective)	65 \bar{X} SD	4.33 1.03	5.61 1.09	2.92 1.39	3.59 1.39	3.65 1.06
37. Draft/review a training outline	50 \bar{X} SD	4.38 .92	5.76 .94	2.76 1.45	3.50 1.50	3.84 1.00
38. Implement an on-the-job (OJT) training program	47 \bar{X} SD	3.25 1.23	5.32 1.09	3.17 1.43	3.61 1.66	3.53 .99

- 1 SG
Training (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
39. Incorporate multi-echelon collective training in training program (e.g., con-current training)	75	\bar{X} 4.59 SD 1.09	5.58 1.21	3.53 1.39	4.19 1.61	3.87 1.09
40. Conduct training briefings	77	\bar{X} 4.42 SD 1.01	5.55 1.10	2.75 1.29	3.44 1.61	3.78 1.08
41. Record results of training	27	\bar{X} 4.65 SD 1.28	5.38 1.33	3.09 1.64	3.44 1.66	3.77 1.13

- 1 SG
Maintenance

Combined									
		% Who Perform		F	I	D	DN	SC	
1.	Inspect unit buildings & grounds	100	\bar{X} SD	6.52 .53	5.89 1.10	2.21 1.31	2.60 1.44	3.87 1.11	
2.	Inspect organizational equipment (TASC, NBC, tents, field mess, etc.)	82	\bar{X} SD	3.82 1.02	5.81 1.00	2.86 1.47	3.33 1.73	3.99 .96	
3.	Inspect weapons	88	\bar{X} SD	4.12 .93	5.84 1.05	2.44 1.31	2.80 1.38	3.96 .98	
4.	Spot-check vehicles for preventive maintenance indicators	91	\bar{X} SD	5.30 .88	5.98 1.03	2.86 1.23	3.37 1.45	4.16 1.05	
5.	Monitor vehicle safety program	72	\bar{X} SD	4.57 1.34	5.51 1.27	2.59 1.24	2.87 1.38	3.82 1.13	
6.	Recommend driver training program	62	\bar{X} SD	4.05 1.04	5.47 1.18	2.62 1.49	2.86 1.63	3.47 1.08	
7.	Spot-check vehicle trip tickets & dispatch records	63	\bar{X} SD	4.90 1.22	5.30 1.43	2.25 1.37	2.50 1.42	3.66 1.15	
8.	Review equipment readiness status	61	\bar{X} SD	4.91 1.07	6.29 .78	2.81 1.54	3.18 1.58	4.37 .80	
9.	Inspect maintenance/pioneer tools	60	\bar{X} SD	3.62 .86	5.08 1.37	2.16 1.26	2.52 1.30	3.32 1.08	

- 1 SG
Maintenance (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
10. Supervise personnel performing preventive maintenance	65 \bar{X} SD	4.95 .96	5.71 1.11	2.79 1.51	3.10 1.67	3.77 1.13
11. Monitor driver awards program	40 \bar{X} SD	3.43 .99	4.89 1.29	2.44 1.32	2.90 1.49	3.19 1.16
12. Review operational readiness status of unit vehicles	86 \bar{X} SD	5.21 .90	5.89 1.19	3.08 1.32	3.82 1.54	4.25 1.02
13. Review maintenance SOP	53 \bar{X} SD	2.99 1.02	5.48 1.16	3.02 1.47	3.37 1.49	3.73 1.03
14. Monitor vehicle dispatches	51 \bar{X} SD	5.52 1.27	5.28 1.55	2.50 1.46	2.81 1.48	3.86 1.17
15. Review unit Material Readiness Report (DA Form 2406)	53 \bar{X} SD	4.66 1.01	5.91 .98	2.78 1.52	3.10 1.60	3.94 1.07
16. Inspect equipment log books	49 \bar{X} SD	4.11 1.07	5.23 1.18	2.73 1.47	3.00 1.43	3.79 1.11
17. Establish maintenance priorities	49 \bar{X} SD	5.08 1.08	5.97 1.10	2.97 1.61	3.48 1.78	4.08 1.00

- 1 SG
Security

	% Who Perform	Combined				
		F	I	D	DN	SC
1. Report security violations	67	\bar{X} 3.37 SD 1.48	6.09 1.11	2.27 1.37	2.58 1.53	4.21 1.00
2. Supervise key control	91	\bar{X} 6.36 SD .73	6.16 1.13	2.83 1.84	3.50 2.03	4.21 1.08
3. Insure personally owned high dollar value items are registered by serial number	92	\bar{X} 4.86 SD 1.05	5.70 1.22	2.81 1.58	3.39 1.77	3.83 1.12
4. Insure that privately owned weapons are secured in accordance with local directives	74	\bar{X} 3.89 SD 1.27	5.57 1.51	2.44 1.40	2.70 1.50	3.89 1.20
5. Safeguard "For Official Use Only" material	71	\bar{X} 5.14 SD 1.37	5.92 1.26	2.11 1.24	2.30 1.29	4.14 1.11
6. Conduct physical security inspection	78	\bar{X} 4.76 SD 1.26	5.81 .96	2.47 1.34	2.82 1.47	4.05 .95
7. Determine unit physical security requirements	61	\bar{X} 4.35 SD 1.37	5.81 1.01	2.97 1.46	3.63 1.72	4.15 .97
8. Maintain a safe or cabinet security record (DA Form 672)	65	\bar{X} 6.07 SD .87	5.43 1.72	1.79 1.10	2.09 1.20	3.89 1.29

- 1 SG
Security (cont.)

Combined						
	% Who Perform	F	I	D	DN	SC
9. Review security access roster	64 \bar{X} SD	3.75 1.02	5.85 1.24	2.28 1.32	2.59 1.47	4.14 1.00
10. Conduct arms room inspection	86 \bar{X} SD	4.51 1.08	6.19 1.03	2.40 1.26	3.01 1.51	4.36 1.04
11. Check security of serial numbered items	81 \bar{X} SD	4.57 1.17	5.89 1.22	2.44 1.35	2.80 1.56	4.17 1.04
12. Recommend suspension/revocation of security clearances	44 \bar{X} SD	2.78 1.03	5.71 1.38	2.60 1.57	3.07 1.70	3.89 .99
13. Supervise unit armorer	71 \bar{X} SD	5.38 1.02	6.12 .81	2.23 1.46	2.73 1.62	4.14 .89
14. Collect/report information of potential intelligence value	44 \bar{X} SD	3.48 1.56	6.18 1.18	2.80 1.62	3.30 1.74	4.30 1.08
15. Conduct unit physical security	63 \bar{X} SD	4.14 1.45	5.83 1.15	2.75 1.45	3.35 1.60	4.03 .98
16. Implement/enforce unit communications security procedures	52 \bar{X} SD	4.32 1.49	5.79 1.17	2.99 1.63	3.52 1.62	3.92 1.05

- 1 SG
Security (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
17. Conduct security briefings	48 \bar{X} SD	3.71 1.40	5.62 1.32	2.61 1.39	2.92 1.54	3.92 1.09
18. Prepare DA Form 727, Classified Container Information	34 \bar{X} SD	2.91 1.32	5.07 1.75	1.91 1.07	2.21 1.25	3.61 1.24
19. Encode/decode messages	33 \bar{X} SD	3.29 .97	5.77 1.43	2.58 1.45	3.33 1.67	4.14 .98
20. Inventory ammunition	25 \bar{X} SD	3.50 1.08	5.82 1.19	2.58 1.52	2.94 1.48	4.13 .87
21. Develop/supervise unit safety program	61 \bar{X} SD	4.35 1.42	5.66 1.06	2.79 1.40	3.05 1.48	3.74 1.06

- 1 SG
ARTEP

Combined									
		% Who Perform	F	I	D	DN	SC		
1. Establish & operate/ supervise establishment & operation of field mess	50	\bar{X} SD	3.16 .88	6.18 .91	3.38 1.72	4.24 1.80	4.25 1.00		
2. Supervise establishment & operations of a unit motor pool	38	\bar{X} SD	5.15 1.19	5.83 1.00	3.25 1.70	4.10 1.75	3.96 1.11		
3. Evaluate/supervise evacu- ation of sick & injured to aid station	56	\bar{X} SD	4.09 1.63	6.09 .93	2.41 1.40	2.77 1.46	4.37 .92		
4. Conduct tactical road march	52	\bar{X} SD	3.06 .90	5.55 1.10	2.68 1.47	3.14 1.67	3.84 1.01		
5. Establish a tactical bivouac	65	\bar{X} SD	2.83 .75	5.82 1.00	3.10 1.65	3.82 1.83	3.95 1.00		
6. Employ/supervise employ- ment of camouflage techniques	72	\bar{X} SD	3.10 .82	5.41 1.24	2.65 1.45	3.14 1.64	3.71 .99		
7. Conduct rear area protec- tion operations	41	\bar{X} SD	3.35 1.24	5.89 .90	2.94 1.61	3.50 1.74	4.17 .88		
8. Conduct civil disturbance operation	29	\bar{X} SD	2.89 1.22	4.65 1.57	3.22 1.03	3.54 1.37	3.41 1.12		

- 1 SG
ARTEP (cont.)

Combined						
	% Who Perform	F	I	D	DN	SC
9. Disseminate intelligence to subordinates & support elements	44	\bar{X} 3.75 SD 1.43	5.65 1.25	2.83 1.46	3.26 1.46	4.04 1.02
10. Conduct radio communications	67	\bar{X} 3.69 SD 1.04	4.88 1.54	1.99 1.21	2.33 1.30	3.38 1.18
11. Execute loading IAW movement plan	58	\bar{X} 3.53 SD .80	5.51 1.18	3.36 1.54	3.85 1.64	3.71 1.12
12. Establish observation posts	33	\bar{X} 2.83 SD .82	5.71 1.31	2.88 1.63	3.17 1.77	3.88 1.04
13. Occupy & secure company CP	75	\bar{X} 3.03 SD .97	5.79 1.11	2.75 1.48	3.48 1.66	3.99 .89
14. Operate in a EW environment	36	\bar{X} 3.40 SD 1.78	5.60 1.27	3.73 1.56	4.33 1.85	3.98 1.00
15. Implement/supervise unit defensive posture	55	\bar{X} 3.33 SD 1.00	5.91 .92	2.93 1.67	3.51 1.83	4.02 .94
16. Develop & implement plan for medical support	36	\bar{X} 3.49 SD 1.42	5.41 1.07	2.67 1.19	3.11 1.32	3.91 1.04
17. Distribute weather data	24	\bar{X} 3.77 SD 1.43	3.93 1.91	1.67 .84	1.70 .88	2.90 1.37
18. Prepare operations estimate	11	\bar{X} 3.57 SD 1.45	5.79 1.19	3.21 1.19	3.86 1.41	3.93 1.10

- 1 SG
ARTEP (cont.)

	% Who Perform	Combined					
		F	I	D	DN	SC	
19. Provide/supervise provision of PLL to elements at worksite	18	\bar{X} SD	3.57 1.04	5.17 1.50	2.96 1.30	3.74 1.45	3.29 1.16
20. Supervise response to air/ground attack	48	\bar{X} SD	2.78 .94	5.78 1.14	2.73 1.36	3.12 1.51	3.93 1.07
21. Insure communications sites are adequately organized for defense	16	\bar{X} SD	3.10 .85	6.10 1.29	2.80 1.40	3.25 1.52	4.00 1.21
22. Counter against/report jamming	17	\bar{X} SD	2.55 .91	5.18 1.59	2.91 1.77	3.41 1.89	3.91 1.02
23. Provide/insure laundry exchange	69	\bar{X} SD	4.81 .75	5.10 1.74	1.96 1.17	2.24 1.28	3.62 1.17
24. Process personnel replacement	59	\bar{X} SD	4.28 .85	5.87 1.15	2.24 1.24	2.65 1.34	3.87 1.14
25. Perform command & liaison visits	32	\bar{X} SD	4.28 1.28	5.33 1.33	2.50 1.49	2.95 1.60	3.58 1.01
26. Organize for combat operations	58	\bar{X} SD	3.77 1.29	6.23 .79	3.66 1.84	4.39 1.84	4.40 .78
27. Conduct withdrawals	25	\bar{X} SD	2.84 1.07	4.90 1.60	3.32 1.51	3.81 1.62	3.42 .99

- 1 SG
ARTEP (cont.)

	% Who Perform	F	Combined			
			I	D	DN	SC
28. Implement & monitor Personnel Reliability Program (PRP)	17 \bar{X} SD	4.68 1.39	5.68 1.36	2.64 1.56	3.18 1.65	3.86 1.25
29. Train & certify personnel for NBC weapons logistical movement	21 \bar{X} SD	3.77 1.21	5.69 1.35	3.50 1.50	3.89 1.66	3.96 1.21
30. Develop/establish perimeter defense	63 \bar{X} SD	2.96 .85	6.11 .83	2.78 1.54	3.44 1.83	4.10 .89
31. Monitor energy conservation program	85 \bar{X} SD	5.57 1.35	5.17 1.40	2.39 1.47	2.62 1.51	3.47 1.15
32. Attend courts-martial boards	53 \bar{X} SD	2.12 .33	4.53 1.84	2.49 1.57	2.73 1.64	3.04 1.33

Platoon Sergeant

General Unit Administration

	% Who Perform ^a	F	I	D	DN	SC
1. Check to insure suspenses are met within the platoon	98 X SD	6.03 .99	5.95 1.07	3.17 1.52	3.75 1.68	4.21 .91
2. Monitor bulletin board	93 X SD	6.57 .58	5.83 1.26	1.77 1.01	1.95 1.17	3.91 1.13
3. Receive and route correspondence	61 X SD	5.60 1.41	5.51 1.23	2.46 1.23	2.78 1.38	3.52 1.15
4. Analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	61 X SD	5.35 1.34	5.93 .89	2.64 1.25	3.22 1.51	4.04 .91
5. Conduct personnel asset inventory with commander & 1SG	54 X SD	3.32 1.03	5.23 1.28	2.39 1.22	2.82 1.44	3.60 1.09
6. Prepare/maintain platoon alert roster	75 X SD	3.99 1.06	6.12 1.09	2.57 1.29	2.95 1.45	4.56 .73
7. Draft correspondence (letters, DF's, Memos, etc.)	51 X SD	4.83 1.54	5.31 1.20	2.75 1.38	3.26 1.63	3.43 1.12
8. Draft changes & corrections; post changes & corrections for platoon SOP--input to 1SG	53 X SD	3.44 1.19	5.40 1.04	2.74 1.34	3.27 1.54	3.43 .94

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- PSG
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
9. Prepare & maintain status boards & charts	77 \bar{X} SD	5.83 1.16	5.82 1.19	2.39 1.13	2.83 1.40	3.73 1.16
10. Consolidate/prepare recurring reports--input to ISG	82 \bar{X} SD	5.72 1.13	5.47 1.24	2.77 1.36	3.56 1.65	3.76 1.07
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	43 \bar{X} SD	4.49 1.73	5.32 1.41	2.72 1.31	3.37 1.49	3.52 1.05
12. Develop inspection checklist	57 \bar{X} SD	3.92 1.51	5.27 1.26	2.56 1.19	3.08 1.43	3.53 1.07
13. Use the functional files maintained at the unit	44 \bar{X} SD	4.95 1.46	4.73 1.38	2.37 1.03	2.84 1.34	3.09 1.19
14. Monitor fund drive collections in the platoon	31 \bar{X} SD	2.71 .83	4.02 1.52	2.37 1.21	2.65 1.36	2.62 1.01
15. Supervise preparation of daily staff journal	Not Applicable					
16. Maintain special activities calendar	65 \bar{X} SD	5.45 1.16	5.53 1.11	2.50 1.22	2.84 1.36	3.50 1.22
17. Supervise log of incoming/outgoing correspondence to PAC	Not Applicable					

- PSG
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
18. Monitor suggestion program for platoon	47 SD	4.46 1.35	5.51 1.15	2.28 1.19	2.65 1.37	3.25 1.12
19. Supervise requisition/maintenance of publications & blank forms for platoon	60 SD	4.10 1.24	5.48 .94	2.74 1.13	3.11 1.22	3.44 1.07
20. Maintain (limited) military publication library	60 SD	4.85 1.41	5.61 1.15	2.38 1.31	2.78 1.55	3.37 1.19
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	Not Applicable					
22. Prepare & maintain reading files	49 SD	4.57 1.47	4.99 1.21	3.00 1.39	3.32 1.49	3.06 1.09
23. Provide input to unit historical report	13 SD	3.46 1.57	4.88 1.65	2.13 1.06	2.70 1.30	3.09 1.16
24. Monitor maintenance of duty roster maintained at PAC	Not Applicable					
25. Supervise maintenance of leave control log	Not Applicable					
26. Supervise unit mailroom operations	Not Applicable					

- PSG
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
27. Supervise the preparation & maintenance of SIDPERS transactions, records & reports	Not Applicable					
28. Control issue of DD Form 714, Meal Card	Not Applicable					
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for Publications & Blank Forms)	Not Applicable					
30. Prepare After-Action Reports	47	\bar{X} 3.32 SD 1.12	5.28 1.18	3.00 1.31	3.61 1.66	3.64 1.03
31. Draft messages	29	\bar{X} 4.60 SD 1.62	5.31 1.04	2.41 1.25	2.83 1.60	3.60 1.09

- PSG
Administration - Personnel

	% Who Perform	F	I	D	DN	SC
1. Recommend approval/dis-approval of leave & pass request to 1SG	97 \bar{X} SD	4.57 1.09	5.62 1.18	2.33 1.32	2.55 1.43	3.70 1.07
2. Monitor unit duty roster for platoon members	78 \bar{X} SD	5.56 1.18	5.47 1.20	1.98 1.16	2.33 1.40	3.43 1.11
3. Update platoon promotion eligibility roster	78 \bar{X} SD	4.02 .65	5.82 1.02	2.57 1.19	2.89 1.39	3.98 .98
4. Supervise Charge of Quarters (CQ)	Not Applicable					
5. Answer/refer inquiries concerning personnel actions for platoon members	82 \bar{X} SD	5.18 1.27	5.68 1.11	2.64 1.25	3.14 1.46	3.75 1.09
6. Prepare & maintain counseling records	97 \bar{X} SD	4.64 1.12	5.50 1.19	2.58 1.23	3.29 1.48	3.67 1.14
7. Review & correct unit Personnel Information Roster as pertains to platoon members	70 \bar{X} SD	4.50 1.30	5.61 1.17	2.41 1.17	2.67 1.34	3.74 .95
8. Answer/refer pay inquiries from platoon members	84 \bar{X} SD	4.06 .63	5.87 1.08	2.63 1.29	3.04 1.43	3.90 1.05
9. Guide/supervise the administrative inprocessing/outprocessing of platoon members	74 \bar{X} SD	3.72 1.18	5.63 1.16	2.54 1.31	2.79 1.47	3.71 1.18

- PSG
Administration - Personnel (cont.)

	% Who Perform	F	I	D	DN	SC
10. Report AWOL soldiers	62	\bar{X} 3.40 SD 1.69	6.01 1.23	1.92 .97	2.06 1.11	4.25 .98
11. Control platoon personnel visiting PAC	77	\bar{X} 5.50 SD 1.02	4.99 1.52	2.68 1.65	3.06 1.82	3.27 1.22
12. Screen Leave and Earnings Statement (LES) for potential pay problems	71	\bar{X} 3.92 SD .27	5.64 1.31	2.25 1.10	2.60 1.39	3.69 1.16
13. Prepare/update daily platoon personnel status report-input to 1SG	92	\bar{X} 6.31 SD .58	5.92 1.20	2.31 1.38	2.60 1.53	4.06 1.14
14. Prepare sick slips (DA Form 689)	40	\bar{X} 5.44 SD 1.05	4.91 1.63	1.76 .90	1.86 .94	3.19 1.40
15. Initiate requests for orders	24	\bar{X} 4.18 SD 1.47	5.80 .91	2.58 1.24	2.80 1.32	3.76 1.09
16. Report results of platoon inspections	84	\bar{X} 4.96 SD .98	5.28 1.13	2.17 .96	2.36 1.11	3.50 1.12
17. Supervise unit mail clerk/alternate mail clerk	Not Applicable					
18. Request flagging actions as pertain to platoon members	28	\bar{X} 2.68 SD .96	5.56 1.13	2.75 1.35	3.25 1.54	3.63 1.18
19. Supervise unit clerk	Not Applicable					

- PSG
Administration - Personnel (cont.)

	% Who Perform	F	I	D	DN	SC
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	Not Applicable					
21. Conduct meetings (briefings, discussions, seminars, etc.)	81	\bar{X} 5.08 SD 1.20	5.67 1.07	2.47 1.15	2.91 1.41	3.69 1.07
22. Attend meetings (staff, commander, council, etc.)	94	\bar{X} 5.61 SD 1.11	5.33 1.40	2.50 1.55	2.81 1.74	3.56 1.14
23. Attend promotion boards	51	\bar{X} 3.06 SD .79	5.40 1.41	2.38 1.10	2.64 1.28	3.65 1.13

- PSG
Supply

	% Who Perform	F	I	D	DN	SC
1. Monitor/check effectiveness of troop mess facility (sanitation, food preparation, etc.) input to ISG	58 \bar{X} SD	4.66 1.29	5.09 1.42	2.09 1.21	2.28 1.29	3.17 1.13
2. Evaluate effectiveness of platoon supply (economy, accountability, etc.)	57 \bar{X} SD	4.47 1.33	5.64 1.13	2.59 1.47	3.00 1.65	3.83 1.09
3. Arrange & coordinate for transportation of personnel & equipment	75 \bar{X} SD	4.70 1.26	5.70 1.09	3.01 1.51	3.40 1.68	3.90 1.02
4. Monitor/coordinate resupply operations	48 \bar{X} SD	4.06 1.41	5.90 1.06	2.76 1.28	3.45 1.54	4.05 .94
5. Determine supply requirements	80 \bar{X} SD	4.86 1.13	5.57 1.10	2.76 1.33	3.31 1.58	3.64 1.07
6. Brief soldiers on the procedure they must follow regarding supply accountability	72 \bar{X} SD	4.22 1.30	5.65 1.07	2.67 1.24	3.14 1.44	3.81 .98
7. Make recommendations regarding Reports of Survey	37 \bar{X} SD	3.31 1.25	5.44 1.07	2.62 1.11	2.98 1.40	3.48 1.03
8. Check fire extinguishers	84 \bar{X} SD	4.26 1.09	5.12 1.42	1.90 1.90	2.09 1.20	3.59 1.16

- PSG
Supply (cont.)

	% Who Perform	F	I	D	DN	SC
9. Control equipment usage	78	6.02 SD .87	6.14 .90	2.81 1.31	3.32 1.55	4.11 .99
10. Conduct physical inventory of platoon organizational property	86	3.58 SD .92	5.91 1.10	2.63 1.22	3.01 1.51	4.06 .97
11. Recommend Statement of Charges (DA Form 362)	70	3.34 SD 1.01	5.21 1.26	2.37 1.16	2.70 1.48	3.74 1.00
12. Conduct inventory of per- sonal effects & military equipment (to include absen- tees')	88	3.75 SD 1.20	5.66 1.12	2.53 1.28	2.84 1.39	4.02 1.04
13. Inspect basic loads	58	3.61 SD 1.14	5.98 1.07	2.56 1.26	2.87 1.49	4.05 1.02
14. Maintain hand receipts	79	4.31 SD 1.37	5.77 1.23	2.96 1.46	3.60 1.76	4.19 .92
15. Monitor ration records & reports	Not Applicable					

- PSG
Garrison Tasks

	% Who Perform	F	I	D	DN	SC
1. Enforce standards of military discipline, courtesies & dress	99 \bar{X} SD	6.55 .62	6.28 1.00	2.56 1.59	2.84 1.71	4.10 1.13
2. Monitor platoon health & welfare	91 \bar{X} SD	5.07 1.35	5.99 1.03	2.41 1.27	2.69 1.45	4.11 1.05
3. Determine projects & details for extra training of personnel	83 \bar{X} SD	4.42 1.24	5.12 1.36	2.43 1.23	2.80 1.40	3.33 1.09
4. Brief newly assigned personnel on platoon missions & policies	97 \bar{X} SD	3.99 1.15	6.19 .89	2.14 1.04	2.85 1.40	4.09 .89
5. Recommend judicial (court-martial) & non-judicial (Art 15) action to 1SG/commander	86 \bar{X} SD	3.46 1.07	5.76 1.21	2.62 1.34	2.96 1.48	3.85 1.02
6. Visit personnel in hospital/confinement	73 \bar{X} SD	3.08 1.24	5.95 1.14	2.50 1.57	2.61 1.61	3.69 1.19
7. Recommend nonpunitive (letters of reprimand, admonishment, etc.) disciplinary measures to 1SG	89 \bar{X} SD	3.88 1.28	5.58 1.14	2.78 1.37	3.31 1.53	3.79 1.05
8. Protect the rights of an accused or suspected individual	67 \bar{X} SD	3.20 1.34	5.93 1.18	3.11 1.53	3.40 1.71	4.14 1.06

- PSG
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
9. Monitor relationships between unit officers & NCOs as pertains to the platoon	69 \bar{X} SD	5.75 .90	5.91 1.04	2.80 1.62	3.31 1.87	3.85 1.10
10. Explain local laws & regulations (e.g., Status of Forces Agreement, city status, off-limit establishments, etc.) to platoon personnel	84 \bar{X} SD	3.77 1.21	5.17 1.36	2.38 1.09	2.82 1.42	3.52 1.05
11. Inspect individual equipment for serviceability	96 \bar{X} SD	4.27 1.13	5.94 1.03	2.56 1.35	2.80 1.46	4.03 1.00
12. Assist in development of junior officers	72 \bar{X} SD	5.62 1.54	6.16 1.02	3.72 1.69	4.28 1.77	4.17 .97
13. Recommend pretrial confinement to 1SG	32 \bar{X} SD	2.53 1.09	5.04 1.67	2.87 1.59	3.07 1.69	3.98 1.06
14. Form & march platoon for drill & ceremonies	89 \bar{X} SD	4.87 1.45	5.10 1.37	2.16 1.08	2.55 1.32	3.19 1.19
15. Assist in planning/cordination of ceremonies	27 \bar{X} SD	2.93 1.25	4.47 1.24	2.31 1.02	2.58 1.23	3.13 1.12
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743R) on bulletin board	Not Applicable					

- PSG
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ	Not Applicable					
18. Train the guidon bearer	Not Applicable					
19. Plan/organize platoon recreation activities	69 \bar{X} SD	3.71 1.17	5.02 1.24	2.70 1.47	3.02 1.64	3.14 1.15
20. Research/familiarize self with Manual for Courts-Martial	54 \bar{X} SD	2.69 1.02	4.91 1.58	2.88 1.37	3.20 1.55	3.19 1.29
21. Monitor Unit Fund Council meetings & functions	15 \bar{X} SD	3.48 1.01	4.93 1.17	2.26 .90	2.59 .97	3.12 1.09
22. Assist commander to determine criteria for probable cause for search & seizure	52 \bar{X} SD	3.32 1.24	5.60 1.18	2.75 1.24	3.10 1.40	3.78 1.02
23. Monitor the preparation of sworn/unsown statements	41 \bar{X} SD	3.65 1.36	5.40 1.22	2.56 1.20	2.97 1.34	3.74 1.00
24. Brief soldiers on civilian-military relations	74 \bar{X} SD	3.67 1.21	4.87 1.28	2.28 1.09	2.75 1.34	3.36 1.07
25. Implement human relations program for platoon	53 \bar{X} SD	2.74 .83	6.13 .96	2.85 1.21	3.57 1.38	4.04 .92

- PSG

Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
26. Supervise platoon members' personal hygiene	97	\bar{X} 5.68 SD 1.16	6.04 1.01	2.47 1.31	2.78 1.49	3.90 .99
27. Support post/community details	72	\bar{X} 4.28 SD 1.41	3.98 1.72	3.17 1.72	3.38 1.85	3.13 1.35
28. Brief personnel on standards, traditions & duties in the Army	92	\bar{X} 4.64 SD 1.38	5.73 1.17	2.38 1.17	2.67 1.26	3.66 1.15

- PSG

Tactical/Combat Tasks.

	% Who Perform	F	I	D	DN	SC
1. Supervise preparation of platoon bivouac area	77 \bar{X} SD	3.06 .90	5.43 1.33	2.97 1.24	3.58 1.51	3.84 1.06
2. Supervise platoon area security	80 \bar{X} SD	4.21 1.55	6.20 .95	2.60 1.32	3.02 1.55	4.25 .93
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.) for platoon	87 \bar{X} SD	3.23 .89	6.04 .98	2.92 1.33	3.35 1.63	4.17 .98
4. Organize/supervise the MUA/IUA (trains) area	12 \bar{X} SD	3.05 .76	5.67 1.43	2.57 1.54	3.10 1.70	3.67 1.24
5. Direct clearing of previously occupied platoon area	61 \bar{X} SD	3.67 1.44	5.26 1.30	2.28 1.10	2.66 1.28	3.58 1.04
6. Implement/supervise preparation of advance party	54 \bar{X} SD	3.34 .99	5.70 1.17	2.84 1.22	3.30 1.55	4.14 .97

- PSG
Tactical/Combat Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
7. Inspect field fortifications	49	\bar{X} 3.04 SD .69	5.95 1.02	2.72 1.38	3.17 1.57	4.17 .17
8. Implement field sanitation activities for platoon	60	\bar{X} 3.14 SD .86	5.53 1.26	2.57 1.03	2.96 1.26	3.76 1.02
9. Implement/review operations orders for impact on platoon capabilities	69	\bar{X} 3.74 SD 1.32	6.05 .90	3.15 1.28	3.80 1.53	4.03 .91
10. Plan platoon command post (CP) general location	56	\bar{X} 3.09 SD 1.00	5.65 1.24	2.98 1.37	3.73 1.62	4.12 .97
11. Prepare/implement platoon tactical feeding plan	48	\bar{X} 3.33 SD .88	5.78 1.12	2.56 1.17	3.03 1.46	4.01 .83
12. Displace platoon from one location to another	72	\bar{X} 4.11 SD 1.54	5.83 1.06	2.70 1.31	3.17 1.59	3.90 1.11
13. Supervise implementation of NBC protective measures	76	\bar{X} 3.84 SD .92	6.17 1.04	2.80 1.26	3.14 1.50	4.25 .96
14. Supervise tactical troop ground movements	60	\bar{X} 3.37 SD 1.13	5.90 1.15	2.97 1.29	3.66 1.59	4.13 .99
15. Check loaded vehicle for compliance with vehicle load plans	87	\bar{X} 3.99 SD .88	5.64 1.26	2.49 1.12	2.88 1.32	3.77 1.09
16. Supervise handling of prisoners of war & refugees	28	\bar{X} 2.74 SD .83	6.13 .96	2.85 1.21	3.57 1.38	4.04 .92

- PSG
Health and Welfare

	% Who Perform	F	I	D	DN	SC
1. Counsel personnel with disciplinary problems	97	\bar{X} 4.82 SD 1.30	6.03 .98	2.87 1.35	3.45 1.60	4.06 1.00
2. Counsel personnel facing personal/financial problems	92	\bar{X} 4.30 SD 1.22	5.97 1.12	2.73 1.41	3.08 1.60	3.96 1.05
3. Counsel military personnel on job performance (good & bad)	96	\bar{X} 4.98 SD 1.18	6.08 .92	2.56 1.09	3.15 1.45	4.02 1.05
4. Counsel personnel concerning personnel actions	90	\bar{X} 4.69 SD 1.24	5.69 1.15	2.58 1.35	2.91 1.45	3.87 1.07
5. Make appointments for platoon enlisted personnel (medical, chaplain, IG, AER, etc.)	71	\bar{X} 4.27 SD 1.42	5.41 1.29	2.40 1.16	2.73 1.42	3.61 1.10
6. Prepare rater's/indorser's section of EER	89	\bar{X} 2.86 SD .86	5.94 1.17	2.95 1.43	3.63 1.65	4.11 1.02
7. Monitor/supervise platoon weight control program	43	\bar{X} 4.52 SD .89	5.16 1.48	2.37 1.20	2.74 1.25	3.50 1.20
8. Supervise the platoon enlisted sponsorship program	56	\bar{X} 3.45 SD 1.22	5.80 1.24	2.29 1.08	2.56 1.23	3.84 1.04

- PSG
Health and Welfare (cont.)

	% Who Perform	F	I	D	DN	SC
9. Write letters of welcome to newly assigned platoon personnel	59 \bar{X} SD	2.78 2.78 .87	5.41 5.41 1.44	2.46 2.46 1.20	2.65 2.65 1.30	3.59 3.59 1.21
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	83 \bar{X} SD	4.84 4.84 1.48	4.48 4.48 1.63	2.65 2.65 1.42	3.09 3.09 1.69	2.96 2.96 1.25
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	Not Applicable					
12. Apply motivational (rewards & punishments) techniques	84 \bar{X} SD	5.32 5.32 1.26	6.01 6.01 1.15	2.46 2.46 1.36	2.93 2.93 1.57	3.88 3.88 1.11
13. Supervise/monitor conduct of counseling in the platoon	91 \bar{X} SD	4.68 4.68 1.16	5.82 5.82 1.07	2.63 2.63 1.20	3.24 3.24 1.45	3.82 3.82 1.00
14. Conduct referrals to service agencies	57 \bar{X} SD	3.93 3.93 1.28	5.26 5.26 1.19	2.44 2.44 1.04	2.91 2.91 1.29	3.46 3.46 1.10
15. Assist in career planning & personal development	77 \bar{X} SD	4.63 4.63 1.28	5.88 5.88 1.03	2.83 2.83 1.45	3.13 3.13 1.57	3.77 3.77 1.10

- PSG
Group Management

	% Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction to 1SG	93	4.05	5.87	2.26	2.62	3.99
	SD	.83	1.01	1.12	1.40	1.04
2. Recommend to 1SG approval/disapproval of personnel actions (DA Form 4187)	59	4.12	5.46	2.64	2.93	3.62
	SD	1.22	1.16	1.40	1.55	1.14
3. Prepare EER & review for accuracy & completeness	92	2.82	6.11	3.15	3.83	4.25
	SD	.89	1.10	1.35	1.64	.92
4. Recommend personnel for administrative elimination to 1SG	66	2.84	5.79	2.86	3.26	3.87
	SD	1.17	1.20	1.48	1.74	.94
5. Recommend personnel for special/additional duties	78	3.72	4.09	2.38	3.03	2.90
	SD	1.39	1.63	1.20	1.42	1.23
6. Monitor awards & decorations program for platoon members	87	3.93	5.47	2.94	3.40	3.60
	SD	1.10	1.23	1.54	1.71	1.16
7. Recommend to 1SG duty assignment for newly assigned personnel	52	3.98	5.27	2.44	3.08	3.71
	SD	1.18	1.44	1.17	1.50	1.13
8. Review/correct Unit Manning Roster	Not Applicable					
9. Recommend reassignment of platoon personnel	78	3.27	4.89	2.80	3.46	3.25
	SD	1.12	1.38	1.33	1.62	1.05

- PSG
Group Management (cont.)

	% Who Perform	F	I	D	DN	SC
10. Counsel personnel on SQT (e.g., preparation, scoring, importance, etc.)	89 \bar{X} SD	3.30 1.36	5.75 1.28	2.50 1.22	2.96 1.45	3.81 .99
11. Review administrative elimination proceedings	Not Applicable					
12. Prepare/review platoon en- listed personnel rating scheme	64 \bar{X} SD	3.23 .94	5.51 1.19	2.17 1.23	2.48 1.36	3.67 1.11
13. Recommend personnel for MOS reclassification	30 \bar{X} SD	2.28 .54	5.57 .96	2.47 1.24	2.88 1.52	3.67 1.00
14. Identify platoon members for whom an EER is due	65 \bar{X} SD	3.05 1.12	5.88 1.16	2.41 1.15	2.77 1.29	4.00 1.02
15. Provide input to TOE/TDA changes	25 \bar{X} SD	2.98 1.24	5.91 1.07	3.14 1.71	3.68 1.95	3.75 1.24
16. Write/provide input for recommendations for awards/ decorations	92 \bar{X} SD	3.34 1.02	5.51 1.09	3.19 1.36	3.83 1.63	3.41 1.08
17. Prepare/review military personnel job descriptions	46 \bar{X} SD	3.79 1.39	5.62 1.18	2.53 1.43	2.76 1.50	3.68 1.09
18. Provide input to manpower survey documentation	25 \bar{X} SD	2.98 1.49	5.14 1.79	2.52 1.61	2.57 1.60	3.47 1.50

- PSG
Group Management (cont.)

	% Who Perform	F	I	D	DN	SC
19. Help platoon members prepare DA Form 4187, Personnel Actions	37 \bar{X} SD	4.07 1.28	5.44 1.25	2.46 1.24	3.08 1.54	3.48 1.10
20. Prepare military personnel job descriptions	Not Applicable					
21. Prepare/review civilian evaluation reports	Not Applicable					
22. Provide personnel services	47 \bar{X} SD	5.33 1.47	5.79 1.09	2.75 1.32	3.27 1.61	3.78 1.08

- PSG
Training

	% Who Perform	F	I	D	DN	SC
1. Conduct NCO calls within platoon	82	\bar{X} 4.90 SD 1.21	5.80 1.11	2.42 1.22	3.02 1.41	3.12 1.16
2. Recommend personnel to attend service schools/ additional or specialized training	93	\bar{X} 3.94 SD 1.01	5.42 1.34	2.33 1.22	2.94 1.50	3.69 1.02
3. Provide input to training schedules	84	\bar{X} 4.88 SD .86	5.96 1.11	2.77 1.41	3.29 1.53	3.92 1.13
4. Provide input for planning of unit NCO training to 1SG	68	\bar{X} 4.54 SD 1.07	5.62 1.27	2.73 1.39	3.10 1.47	3.71 1.16
5. Develop/supervise physical fitness training program in platoon	78	\bar{X} 5.53 SD .86	6.02 .99	2.39 1.17	2.51 1.18	4.07 1.06
6. Provide training guidance to subordinates	93	\bar{X} 5.59 SD 1.07	6.09 .93	2.55 1.17	3.01 1.41	4.03 1.01
7. Monitor subordinates' attainment of DA minimum civilian education goals	68	\bar{X} 3.83 SD 1.03	5.51 1.23	2.69 1.33	2.98 1.50	3.43 1.17
8. Instruct platoon members on relationship between soldiers' manuals, SQT's, & ARTEP's	87	\bar{X} 4.03 SD 1.23	5.69 1.00	2.72 1.12	3.16 1.31	3.72 .94
9. Critique deficiency of platoon enlisted instructors	76	\bar{X} 4.58 SD .91	5.78 .95	2.42 1.18	2.79 1.34	3.59 1.11

PSG
Training (cont.)

	% Who Perform	F	I	D	DN	SC
10. Evaluate training effectiveness to determine if commanders' training objectives are met	80 \bar{X} SD	4.95 1.22	5.91 .92	2.86 1.42	3.25 1.55	3.93 1.04
11. Implement/conduct training to correct individual deficiencies in platoon	93 \bar{X} SD	5.25 1.20	6.02 .86	3.03 1.45	3.57 1.56	4.15 .92
12. Conduct train-the-trainer sessions for platoon NCOs	81 \bar{X} SD	4.38 1.14	5.89 1.01	3.00 1.24	3.80 1.50	4.00 1.12
13. Identify & enforce training safety requirements	74 \bar{X} SD	5.14 1.25	6.16 .80	2.63 1.39	2.91 1.49	4.09 .98
14. Insure platoon members attend unit training	95 \bar{X} SD	5.70 .98	6.03 1.05	2.76 1.63	2.99 1.71	4.08 1.03
15. Plan platoon collective training	86 \bar{X} SD	4.97 1.08	5.97 .83	3.50 1.49	4.13 1.64	4.09 .96
16. Review training performance objectives	80 \bar{X} SD	4.81 1.16	5.86 1.01	2.72 1.29	3.20 1.46	3.88 1.06
17. Provide input to unit Master Training Forecast	52 \bar{X} SD	4.32 1.03	5.79 .97	2.79 1.32	3.08 1.42	3.78 1.05
18. Conduct critiques of platoon training	80 \bar{X} SD	4.80 1.00	5.95 1.03	2.56 1.22	2.99 1.37	3.87 .99

PSG
Training (cont.)

	% Who Perform	F	I	D	DN	SC
19. Evaluate individual training for platoon personnel	81 \bar{X} SD	5.14 1.04	5.98 .89	2.63 1.31	2.94 1.52	3.96 1.04
20. Organize/implement platoon SQT study program	74 \bar{X} SD	4.26 1.43	5.83 1.16	2.77 1.43	3.04 1.59	3.91 1.10
21. Plan use of available training time	90 \bar{X} SD	5.60 1.02	6.17 .74	3.53 1.71	4.11 1.79	4.03 1.03
22. Coordinate platoon training	88 \bar{X} SD	5.23 1.05	6.05 .93	2.78 1.29	3.23 1.43	4.01 1.03
23. Supervise platoon collective training	87 \bar{X} SD	5.32 1.08	5.90 .86	2.84 1.31	3.45 1.56	3.97 1.01
24. Implement tasks for inclement weather training	57 \bar{X} SD	4.07 1.29	5.54 .98	2.60 1.12	2.89 1.23	3.67 1.00
25. Select performance objectives based on commander's & SQT training guidance	75 \bar{X} SD	4.67 1.10	5.77 1.05	2.76 1.30	3.15 1.45	3.83 .99
26. Designate & train enlisted training instructors for platoon	72 \bar{X} SD	4.38 1.12	5.89 1.01	2.76 1.39	3.13 1.48	3.74 1.03
27. Coordinate platoon training support	84 \bar{X} SD	4.98 1.19	5.90 .89	3.33 1.42	3.93 1.66	4.14 .88
28. Conduct a performance oriented training session (individual & collective)	97 \bar{X} SD	5.08 1.13	5.90 1.06	3.03 1.32	3.90 1.42	4.12 1.07

- PSG
Training (cont.)

	% Who Perform	F	I	D	DN	SC
29. Determine required support for training	86 \bar{X} SD	5.17 1.11	5.90 1.00	3.26 1.25	4.02 1.45	4.09 .88
30. Supervise platoon OJT program	38 \bar{X} SD	4.33 1.19	5.69 1.08	2.44 1.22	2.69 1.31	3.83 1.02
31. Prioritize tasks selected for training in platoon	90 \bar{X} SD	5.36 1.15	5.93 1.05	3.33 1.50	4.07 1.67	3.90 1.02
32. Plan, supervise & conduct individual training	86 \bar{X} SD	5.24 1.03	6.18 .81	2.80 1.49	3.23 1.61	4.12 1.04
33. Identify/review & use training publications	81 \bar{X} SD	5.01 1.22	5.63 1.12	2.51 1.22	2.82 1.43	3.71 1.02
34. Plan platoon individual training	79 \bar{X} SD	4.95 1.02	6.07 .93	2.64 1.35	3.10 1.53	3.98 1.05
35. Evaluate collective training, using ARTEP evaluation standards	70 \bar{X} SD	3.45 1.19	5.98 .94	2.96 1.38	3.44 1.55	4.09 .93
36. Prepare, supervise & conduct a performance oriented training session (individual and collective)	86 \bar{X} SD	4.68 1.05	5.77 1.00	2.92 1.31	3.46 1.46	3.83 .98
37. Draft/review a training outline	68 \bar{X} SD	4.36 1.05	5.68 1.06	2.89 1.38	3.46 1.59	3.60 .98
38. Implement an OJT training program	45 \bar{X} SD	3.57 1.54	5.60 1.15	3.21 1.22	3.67 1.47	3.64 1.04

- PSG
Training (cont.)

	Z Who Perform	F	I	D	DN	SC
39. Incorporate multi-echelon collective training in training program (e.g., con- current training)	68 \bar{X} SD	4.58 1.22	5.51 1.03	3.33 1.46	3.86 1.56	3.72 .94
40. Conduct training briefings	70 \bar{X} SD	4.78 1.00	5.77 .98	2.50 1.13	2.92 1.37	3.80 .96
41. Record results of training	78 \bar{X} SD	5.01 1.11	5.89 1.07	2.45 1.22	2.74 1.38	3.69 1.07

- PSG
Maintenance

	% Who Perform	F	I	D	DN	SC
1. Inspect platoon buildings & grounds/area	94 \bar{X} SD	6.29 .79	5.39 1.35	2.17 1.20	2.39 1.30	3.47 1.23
2. Inspect platoon organizational equipment (TASC, NBC, tents, field mess, etc.)	89 \bar{X} SD	4.21 1.16	6.05 .92	2.69 1.25	3.11 1.37	4.01 1.01
3. Inspect weapons/supervise & monitor cleaning of weapons	89 \bar{X} SD	4.13 .84	5.75 1.05	2.33 1.14	2.74 1.32	4.01 1.04
4. Spot-check platoon vehicles for preventive maintenance indicators	93 \bar{X} SD	5.83 .84	6.39 .73	2.58 1.26	2.94 1.39	4.33 .93
5. Monitor platoon vehicle safety program	69 \bar{X} SD	5.44 1.29	5.91 1.14	2.63 1.30	3.04 1.60	4.22 1.02
6. Recommend soldiers for driver training program	75 \bar{X} SD	3.83 1.17	5.43 1.35	2.20 1.22	2.43 1.34	3.12 1.06
7. Monitor platoon vehicle trip tickets & dispatch	75 \bar{X} SD	5.30 1.09	5.74 1.05	2.39 1.28	2.69 1.45	3.84 1.11
8. Review platoon equipment readiness status	87 \bar{X} SD	5.46 1.12	6.33 .86	2.63 1.33	3.01 1.49	4.32 .98
9. Inspect platoon maintenance/pioneer tools	85 \bar{X} SD	4.41 1.00	5.66 1.09	2.21 1.23	2.43 1.33	3.78 1.13

- PSG
Maintenance (cont.)

	% Who Perform	F	I	D	DN	SC
10. Supervise/monitor platoon personnel performing preventive maintenance	92 \bar{X} SD	5.71 .87	6.29 .86	2.64 1.35	3.07 1.56	4.27 .93
11. Monitor driver awards program	46 \bar{X} SD	3.12 1.15	4.10 1.42	2.42 1.19	2.66 1.25	2.58 1.20
12. Review operational readiness status of platoon vehicles	90 \bar{X} SD	5.89 .84	6.55 .65	2.98 1.43	3.49 1.66	4.63 .81
13. Review maintenance SOP	71 \bar{X} SD	3.61 1.25	5.61 .99	2.46 1.16	2.80 1.43	3.55 1.10
14. Monitor vehicle dispatches	Not Applicable					
15. Review unit Material Readiness Report (DA Form 2406) for platoon	50 \bar{X} SD	5.12 1.08	6.13 .81	2.69 1.37	3.07 1.54	4.18 1.05
16. Inspect equipment log books	69 \bar{X} SD	4.54 1.13	5.68 1.01	2.43 1.34	2.77 1.55	3.71 1.13
17. Establish maintenance priorities for platoon	81 \bar{X} SD	5.48 1.01	6.15 .82	2.84 1.55	3.33 1.69	4.07 1.02

- PSG
Security

	Z Who Perform	F	I	D	DN	SC
1. Report security violations	67	\bar{X} 3.30 SD 1.49	6.21 1.02	2.27 1.20	2.64 1.50	4.49 .88
2. Supervise/monitor key control within platoon	71	\bar{X} 6.03 SD .97	5.95 1.01	2.57 1.35	3.01 1.58	4.04 1.05
3. Insure personally owned high dollar value items are registered by serial number for platoon members	95	\bar{X} 4.29 SD 1.14	5.69 1.28	2.48 1.31	2.67 1.37	3.81 1.06
4. Insure that privately owned weapons are secured in accordance with local directives	41	\bar{X} 3.72 SD 1.33	5.59 1.33	2.54 1.31	2.79 1.40	4.04 1.07
5. Safeguard "For Official Use Only" material	72	\bar{X} 4.69 SD 1.57	6.11 1.35	2.38 1.23	2.66 1.28	4.47 .90
6. Conduct physical security inspection	69	\bar{X} 4.85 SD 1.44	6.11 .87	2.37 1.25	2.67 1.38	4.23 .98
7. Determine platoon physical security requirements	58	\bar{X} 4.14 SD 1.30	5.92 .94	2.72 1.41	3.06 1.55	4.10 .93
8. Maintain a safe or cabinet security record (DA Form 672)	26	\bar{X} 5.51 SD 1.22	5.88 1.42	2.12 .99	2.29 1.18	4.07 1.30

- PSG
Security (cont.)

	% Who Perform	F	I	D	DN	SC
9. Review security access roster	45 \bar{X} SD	3.91 1.22	5.78 1.08	2.36 1.03	2.66 1.24	3.79 1.10
10. Conduct arms room inspection	46 \bar{X} SD	3.51 1.18	5.64 1.62	2.19 1.14	2.47 1.28	4.20 1.08
11. Check security of serial numbered items	82 \bar{X} SD	4.46 1.21	5.98 1.07	2.42 1.15	2.66 1.30	4.15 .96
12. Recommend suspension/revocation of security clearances	23 \bar{X} SD	2.62 1.07	6.18 1.13	2.28 1.15	2.85 1.55	4.38 .93
13. Supervise unit armorer	Not Applicable					
14. Collect/report information of potential intelligence value	37 \bar{X} SD	3.29 1.36	6.08 1.14	3.06 1.24	3.52 1.41	4.38 .86
15. Conduct platoon physical security training	59 \bar{X} SD	4.03 1.36	5.93 .87	2.56 1.21	2.82 1.30	4.08 .97
16. Implement/enforce unit communications security procedures	56 \bar{X} SD	4.23 1.43	6.10 1.03	2.53 1.22	2.95 1.30	4.19 .91

- PSG
Security (cont.)

	% Who Perform	F	I	D	DN	SC
17. Conduct platoon security briefings	65	\bar{X} 3.70 SD 1.00	5.90 .93	2.28 1.05	2.57 1.19	3.92 .99
18. Monitor DA Form 727, Classified Container Information	25	\bar{X} 4.67 SD 1.59	5.83 1.31	1.98 1.00	2.17 1.15	3.91 1.19
19. Encode/decode messages	61	\bar{X} 3.69 SD 1.03	6.12 1.37	2.26 1.19	2.96 1.58	4.52 .83
20. Inventory ammunition for platoon	38	\bar{X} 3.34 SD 1.09	6.24 1.05	2.37 1.19	2.72 1.34	4.37 .88
21. Monitor/enforce platoon safety program	84	\bar{X} 5.56 SD 1.25	5.93 1.09	2.58 1.36	2.81 1.50	4.04 1.08

- PSG
ARTEP

	% Who Perform	F	I	D	DN	SC
1. Establish & operate/ supervise establishment & operation of field mess	Not Applicable					
2. Supervise establishment & operations of a unit motor pool	Not Applicable					
3. Supervise evacuation of sick & injured to aid station	40	\bar{X} 3.02 SD 1.39	5.53 1.36	2.50 1.42	2.90 1.43	4.25 1.08
4. Conduct tactical road march	69	\bar{X} 3.19 SD .88	5.60 1.23	2.72 1.27	3.31 1.61	3.74 1.04
5. Establish a tactical bivouac	71	\bar{X} 2.93 SD .87	5.31 1.49	3.07 1.29	3.98 1.46	3.91 1.13
6. Employ camouflage techniques	92	\bar{X} 3.24 SD .91	5.45 1.39	2.58 1.21	3.00 1.42	4.00 1.11
7. Conduct rear area protec- tion operations	31	\bar{X} 3.20 SD 1.22	5.80 1.02	3.00 1.48	3.61 1.78	4.22 .81
8. Perform/train for civil disturbance operations	25	\bar{X} 2.59 SD 1.00	5.29 1.31	2.73 1.21	3.32 1.51	3.46 1.16

- PSG
ARTEP (cont.)

	% Who Perform	F	I	D	MDN	SC
9. Disseminate intelligence to subordinates & support elements	\bar{X} 53 SD	4.46 1.57	6.10 1.00	2.31 1.17	2.63 1.32	4.03 1.03
10. Conduct radio communications	\bar{X} 70 SD	4.27 1.05	6.03 1.10	2.25 1.19	2.60 1.26	4.12 .96
11. Execute loading IAW movement plan	\bar{X} 68 SD	3.56 .80	5.79 1.01	2.94 1.34	3.37 1.59	4.03 .97
12. Establish observation posts	\bar{X} 57 SD	3.09 .85	5.93 1.12	2.55 1.16	2.90 1.33	4.17 .92
13. Occupy & secure platoon CP	\bar{X} 69 SD	3.27 .89	6.07 .84	2.70 1.29	3.11 1.52	4.08 .99
14. Operate in a EW environment	\bar{X} 45 SD	3.39 1.40	6.11 1.24	3.23 1.63	3.76 1.79	4.43 .90
15. Implement/supervise platoon defensive posture	\bar{X} 71 SD	3.19 .91	6.01 1.14	2.88 1.27	3.36 1.40	4.25 .91
16. Monitor/review unit plan for medical support	\bar{X} 17 SD	3.75 1.53	5.57 1.23	2.57 1.14	2.89 1.40	3.72 1.07
17. Distribute weather data	\bar{X} 15 SD	4.04 1.43	5.38 1.17	2.38 1.35	2.42 1.32	3.39 1.13
18. Prepare operations estimate	\bar{X} 27 SD	3.80 1.12	5.91 .93	2.62 1.23	3.31 1.68	3.92 1.02

- PSG
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
19. Request PLL for elements at worksite	53 \bar{X} SD	4.62 1.27	6.07 .84	2.59 1.37	2.91 1.56	4.27 .90
20. Implement response to air/ ground attack	59 \bar{X} SD	3.26 .79	6.21 .94	2.64 1.22	3.08 1.52	4.36 .88
21. Insure communications sites are adequately organized for defense	Not Applicable					
22. Counter against/report jamming	41 \bar{X} SD	3.07 .93	6.06 .90	2.53 1.22	2.96 1.43	4.13 1.09
23. Insure laundry exchange	63 \bar{X} SD	4.89 .38	5.51 1.25	2.28 1.24	2.46 1.32	3.42 1.24
24. Process personnel replace- ment	51 \bar{X} SD	3.61 1.09	5.72 1.01	2.62 1.18	3.12 1.38	3.75 1.08
25. Perform command & liaison visits	27 \bar{X} SD	3.47 1.31	4.44 1.52	3.09 1.33	3.60 1.41	3.04 1.10
26. Organize for combat operations	28 \bar{X} SD	3.89 1.37	6.31 .96	2.99 1.33	3.58 1.57	4.35 .98
27. Implement withdrawals	26 \bar{X} SD	3.16 .94	5.98 1.07	2.89 1.47	3.25 1.73	4.11 .91

- PSG
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
28. Implement & monitor Personnel Reliability Program	Not Applicable					
29. Train & certify personnel for NBC weapons logistical movement	Not Applicable					
30. Develop/establish perimeter defense	69	\bar{X} 3.06 SD .83	5.97 1.20	2.84 1.18	3.40 1.42	4.30 .90
31. Monitor energy conservation program	53	\bar{X} 5.39 SD 1.44	5.27 1.44	2.46 1.15	2.59 1.19	3.46 1.24
32. Attend courts-martials	28	\bar{X} 2.21 SD .51	4.65 1.54	2.52 1.56	2.94 1.76	3.29 1.32

Section Chief

General Unit Administration

	% Who Perform ^a	F	I	D	DN	SC
1. Check to insure suspenses are met within the section	80 X SD	5.75 .88	5.88 1.04	3.07 1.59	3.50 1.78	4.01 1.04
2. Monitor bulletin board	87 X SD	6.53 .71	5.71 1.44	1.77 1.07	1.88 1.20	3.74 1.29
3. Receive and route corres- pondence	37 X SD	5.93 1.01	5.72 1.39	2.48 1.49	2.79 1.54	3.72 1.14
4. Analyze contents of communi- cations (correspondence, messages, directives, etc.) for action to be taken	52 X SD	5.40 1.45	5.79 1.09	3.23 1.33	3.72 1.63	3.89 1.09
5. Conduct personnel asset inventory with commander & 1SG	33 X SD	3.14 .97	5.65 1.28	2.77 1.23	2.98 1.32	3.79 1.19
6. Update/maintain section alert roster	Not Applicable					
7. Draft correspondence (letters, DF's, Memos, etc.)	40 X SD	5.11 1.46	5.81 1.23	2.92 1.49	3.55 1.72	3.79 1.10
8. Draft changes & corrections; post changes & corrections for section SOP--input to 1SG	65 X SD	3.92 1.55	5.11 1.43	3.10 1.34	3.91 1.54	3.96 1.16

^a_n = 158

- Sec Ch
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
9. Prepare & maintain status boards & charts	52 \bar{X} SD	5.66 1.18	5.95 1.25	2.57 1.48	2.79 1.62	3.96 1.16
10. Consolidate/prepare recurring reports--input to 1SG	42 \bar{X} SD	4.90 1.36	5.41 1.40	3.00 1.50	3.70 1.58	3.79 1.19
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	24 \bar{X} SD	5.45 1.59	5.84 1.37	3.05 1.52	3.47 1.81	3.82 1.21
12. Develop inspection checklist	49 \bar{X} SD	4.23 1.61	5.91 .88	2.61 1.28	2.87 1.50	3.78 .95
13. Use the functional files maintained at the unit	37 \bar{X} SD	5.41 1.33	5.34 1.36	2.39 1.13	3.03 1.51	3.56 1.18
14. Monitor fund drive collections in the section	19 \bar{X} SD	3.07 1.11	3.97 1.87	2.40 1.52	2.60 1.67	2.73 1.34
15. Supervise preparation of daily staff journal	Not Applicable					
16. Maintain a special activities calendar	44 \bar{X} SD	5.21 1.14	5.30 1.29	2.50 1.38	2.74 1.66	3.54 1.15
17. Supervise log of incoming/outgoing correspondence to PAC	Not Applicable					

- Sec Ch
General Unit Administration (cont.)

	% Who Perform	F	I	D	IN	SC
18. Monitor suggestion program for section	52 \bar{X} 4.65 SD 1.35	5.15 1.17	2.82 1.26	3.15 1.34	3.18 1.06	
19. Supervise requisition/ maintenance of publications & blank forms for section	70 \bar{X} 4.71 SD 1.30	5.69 1.18	2.84 1.49	3.36 1.59	3.78 1.12	
20. Maintain (limited) military publication library	44 \bar{X} 5.10 SD 1.41	5.86 1.12	2.91 1.57	3.27 1.69	3.90 1.11	
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	Not Applicable					
22. Prepare & maintain reading files	24 \bar{X} 4.76 SD 1.40	5.63 1.24	3.03 1.62	3.11 1.62	3.66 .97	
23. Provide input to unit historical report	08 \bar{X} 3.77 SD 1.48	4.46 1.27	2.46 1.05	2.77 1.09	3.08 1.08	
24. Monitor maintenance of duty roster maintained at PAC	Not Applicable					
25. Supervise maintenance of leave control log	Not Applicable					
26. Supervise unit mailroom operations	Not Applicable					

- Sec Ch
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
27. Supervise the preparation & maintenance of SIDPERS transactions, records & reports	Not Applicable					
28. Control issue of DD Form 714, Meal Card	Not Applicable					
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for Publications & blank forms)	Not Applicable					
30. Prepare After-Action Reports	29	\bar{X} 3.50 SD 1.19	5.58 1.12	2.67 1.19	3.18 1.34	3.82 .91
31. Draft messages	23	\bar{X} 4.47 SD 1.28	5.46 1.40	2.77 1.24	3.11 1.52	3.51 1.04

- Sec Ch
Administration - Personnel

	% Who Perform	F	I	D	DN	SC
1. Recommend approval/dis-approval of leave & pass request to 1SG	87 \bar{X} SD	3.95 1.06	5.31 1.51	2.26 1.36	2.54 1.56	3.59 1.17
2. Monitor unit duty roster for section members	74 \bar{X} SD	5.89 .88	5.60 1.42	2.00 1.23	2.14 1.28	3.54 1.22
3. Update section promotion eligibility roster	70 \bar{X} SD	3.84 .65	5.51 1.21	2.58 1.31	3.20 1.48	3.51 1.10
4. Supervise Charge of Quarters (CQ)	Not Applicable					
5. Answer/refer inquiries concerning personnel actions for section members	63 \bar{X} SD	4.65 1.24	5.62 1.04	2.73 1.24	3.01 1.31	3.70 .96
6. Prepare & maintain counseling records	92 \bar{X} SD	4.19 .99	5.51 1.18	3.06 1.32	3.80 1.40	3.60 1.20
7. Review & correct unit Personnel Information Roster as pertains to section members	51 \bar{X} SD	4.01 1.34	5.33 1.26	2.44 1.21	2.67 1.39	3.44 1.07
8. Answer/refer pay inquiries from section members	75 \bar{X} SD	3.85 .96	5.68 1.33	2.74 1.44	2.94 1.54	3.70 1.16
9. Guide/supervise the administrative inprocessing/out-processing of section members	57 \bar{X} SD	3.23 1.19	5.61 1.22	2.46 1.24	2.68 1.44	3.70 1.19

- Sec Ch
Administration - Personnel (cont.)

	% Who Perform	F	I	D	DN	SC
10. Report AWOL soldiers	53 \bar{X} SD	3.41 1.77	5.81 1.52	2.06 1.37	3.09 1.50	4.28 .99
11. Control section personnel visiting PAC	53 \bar{X} SD	5.20 1.21	5.08 1.40	2.54 1.45	2.66 1.48	3.13 1.23
12. Screen Leave and Earnings Statement (LES) for potential pay problems	59 \bar{X} SD	4.09 .80	5.89 1.19	2.32 1.25	2.56 1.41	3.91 1.14
13. Prepare/update daily section personnel status report-input to 1SG	50 \bar{X} SD	5.92 .87	6.09 .91	2.23 1.20	2.52 1.43	4.18 1.08
14. Prepare sick slips (DA Form 689)	36 \bar{X} SD	4.47 1.10	4.77 1.52	1.84 1.90	1.98 .92	3.46 1.36
15. Initiate requests for orders	18 \bar{X} SD	3.89 1.52	5.64 1.22	2.89 1.52	2.89 1.52	3.68 1.12
16. Report results of section inspections	46 \bar{X} SD	4.97 1.33	5.60 1.08	2.64 1.30	2.96 1.39	3.78 1.08
17. Supervise unit mail clerk/alternate mail clerk	Not Applicable					
18. Request flagging actions as pertain to section members	18 \bar{X} SD	3.14 1.43	5.29 1.80	3.11 1.50	3.54 1.75	3.71 1.24
19. Supervise unit clerk	Not Applicable					

- Sec Ch
Administration - Personnel (cont.)

	% Who Perform	F	I	D	DN	SC
Not Applicable						
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	75	\bar{X} 5.01 SD 1.09	5.58 1.09	2.80 1.20	3.24 1.40	3.63 1.13
21. Conduct meetings (briefings, discussions, seminars, etc.)	81	\bar{X} 5.13 SD 1.11	5.32 1.30	2.47 1.34	2.69 1.51	3.68 1.15
22. Attend meetings (staff, commander, council, etc.)	15	\bar{X} 2.67 SD .82	5.13 1.68	2.92 1.38	3.38 1.66	3.38 1.10
23. Attend promotion boards						

- Sec Ch
Supply

	Z Who Perform	F	I	D	DN	SC
1. Monitor/check effectiveness of troop mess facility (sanitation, food preparation, etc.) input to 1SG	31 \bar{X} SD	4.90 1.33	5.69 1.53	2.47 1.29	2.74 1.62	3.83 1.37
2. Evaluate effectiveness of section supply (economy, accountability, etc.)	47 \bar{X} SD	4.96 1.34	5.53 1.23	2.96 1.37	3.16 1.59	3.79 1.12
3. Arrange & coordinate for transportation of personnel & equipment	61 \bar{X} SD	4.76 1.37	5.83 1.13	3.17 1.37	3.55 1.55	3.88 1.04
4. Monitor/coordinate resupply operations	35 \bar{X} SD	4.38 1.51	6.04 1.01	3.07 1.54	3.38 1.72	4.02 1.07
5. Determine supply requirements	56 \bar{X} SD	4.91 1.18	5.76 1.14	2.83 1.42	3.16 1.47	3.82 1.02
6. Brief soldiers on the procedure they must follow regarding supply accountability	53 \bar{X} SD	4.29 1.26	5.50 1.19	2.49 1.32	2.67 1.38	3.73 1.05
7. Make recommendations regarding Reports of Survey	25 \bar{X} SD	3.08 1.49	4.98 1.68	3.36 1.62	4.02 1.93	3.59 1.09
8. Check fire extinguishers	79 \bar{X} SD	4.39 1.05	5.48 1.64	1.84 1.08	1.93 1.18	3.77 1.30

- Sec Ch
Supply (cont.)

	% Who Perform	F	I	D	DN	SC
9. Control equipment usage	94	\bar{X} 6.07 SD 1.10	5.96 1.36	2.84 1.46	3.47 1.65	4.15 1.09
10. Conduct physical inventory of section organizational property	82	\bar{X} 3.82 SD 1.27	5.92 1.12	2.56 1.39	2.85 1.60	3.91 1.05
11. Recommend Statement of Charges (DA Form 362)	54	\bar{X} 3.40 SD 1.19	5.22 1.26	2.48 1.30	2.62 1.47	3.66 1.05
12. Conduct inventory of per- sonal effects & military equipment (to include absen- tees')	84	\bar{X} 3.98 SD 1.28	5.53 1.37	2.74 1.42	2.95 1.54	3.86 1.10
13. Inspect basic loads	55	\bar{X} 4.21 SD 1.19	5.97 .98	2.59 1.30	2.90 1.48	4.13 1.04
14. Maintain hand receipts	80	\bar{X} 4.61 SD 1.48	6.06 1.05	2.57 1.34	2.86 1.61	4.13 .98
15. Monitor ration records & reports	Not Applicable					

- Sec Ch
Garrison Tasks

	% Who Perform	F	I	D	DN	SC
1. Enforce standards of military discipline, courtesy & dress	99 \bar{X} SD	6.40 .80	5.99 1.14	2.63 1.41	2.96 1.49	4.10 1.06
2. Monitor section health & welfare	81 \bar{X} SD	5.38 1.44	5.96 1.05	2.62 1.37	2.77 1.50	4.00 1.03
3. Determine projects & details for extra training of personnel	59 \bar{X} SD	4.32 1.09	5.07 1.29	2.46 1.30	2.87 1.53	3.18 1.08
4. Brief newly assigned personnel on section missions & policies	91 \bar{X} SD	3.45 1.40	5.99 1.05	2.36 1.12	2.70 1.40	3.83 1.08
5. Recommend judicial (courts-martial) & non-judicial (Art 15) action to ISG/commander	57 \bar{X} SD	3.00 1.23	5.64 1.20	2.75 1.32	3.17 1.51	3.86 1.05
6. Visit personnel in hospital/confinement	51 \bar{X} SD	2.96 1.29	5.64 1.26	2.42 1.36	2.61 1.51	3.53 1.26
7. Recommend nonpunitive (letters of reprimand, admonishment, etc.) disciplinary measures to ISG	60 \bar{X} SD	3.22 1.11	5.32 1.25	3.03 1.55	3.32 1.78	3.78 1.08
8. Protect the rights of an accused or suspected individual	43 \bar{X} SD	3.85 1.76	6.07 1.07	3.21 1.47	3.35 1.60	4.02 1.24

- Sec Ch
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
9. Monitor relationships between unit officers & NCOs as pertains to the section	51 \bar{X} SD	5.69 1.17	5.50 1.56	2.89 1.51	3.29 1.68	3.52 1.24
10. Explain local laws & regulations (e.g., Status of Forces Agreement, city status, off-limit establishments, etc.) to section personnel	68 \bar{X} SD	3.69 1.15	5.54 1.30	2.52 1.07	2.75 1.27	3.69 1.19
11. Inspect individual equipment for serviceability	92 \bar{X} SD	4.34 1.16	5.97 1.00	2.49 1.28	2.66 1.40	4.08 .97
12. Assist in development of junior officers	28 \bar{X} SD	5.14 1.47	5.93 1.21	3.57 1.63	4.00 1.74	3.86 1.15
13. Recommend pretrial confinement to 1SG	20 \bar{X} SD	2.48 .89	4.58 1.63	3.00 1.57	3.65 1.74	3.19 1.17
14. Form & march section for drill & ceremonies	63 \bar{X} SD	4.44 1.34	4.82 1.19	2.22 1.28	2.32 1.28	3.26
15. Assist in planning/cordination of ceremonies	18 \bar{X} SD	2.68 .91	4.21 1.85	2.82 1.09	3.19 1.39	3.25 1.27
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743R) on bulletin board	Not Applicable					

- Sec Ch
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ	Not Applicable					
18. Train the guidon bearer	Not Applicable					
19. Plan/organize section reaction activities	45	\bar{X} 3.78 SD 1.20	5.09 1.35	2.56 1.37	2.83 1.38	3.10 1.23
20. Research/familiarize self with Manual for Courts-Martial	47	\bar{X} 2.99 SD 1.24	5.30 1.42	2.85 1.38	3.04 1.55	3.50 1.34
21. Monitor Unit Fund Council meetings & functions	10	\bar{X} 3.69 SD .87	5.19 1.11	2.41 1.28	2.69 1.14	3.00 1.82
22. Assist commander to determine criteria for probable cause for search & seizure	23	\bar{X} 3.11 SD 1.27	5.60 1.59	2.62 1.44	2.81 1.54	3.78 1.05
23. Monitor the preparation of sworn/unsworn statements	16	\bar{X} 3.46 SD 1.45	5.15 1.59	2.85 1.41	3.12 1.61	3.65 1.36
24. Brief soldiers on civilian-military relations	63	\bar{X} 4.19 SD 1.20	4.86 1.43	2.51 1.12	2.81 1.28	3.24 1.23
25. Implement human relations program for section	44	\bar{X} 4.03 SD 1.45	5.42 1.25	3.27 1.47	3.65 1.63	3.59 1.22

Garrison Tasks - Sec Ch
(cont.)

	% Who Perform	F	I	D	DN	SC
26. Supervise section members' personal hygiene	77	5.58 SD 1.14	6.12 .94	2.58 1.35	2.71 1.44	4.09 1.06
27. Support post/community details	58	3.86 SD 1.48	3.86 1.86	2.74 1.60	2.91 1.78	2.81 1.36
28. Brief personnel on standards, traditions & duties in the Army	82	4.51 SD 1.46	5.59 1.13	2.33 1.17	2.53 1.32	3.70 1.10

- Sec Ch
Tactical/combat Tasks

	% Who Perform	F	I	D	DN	SC
1. Supervise preparation of section bivouac area	35 \bar{X} SD	3.21 .95	5.71 1.10	2.96 1.25	3.18 1.38	3.75 .96
2. Supervise section area security	69 \bar{X} SD	5.62 1.40	5.99 1.13	2.38 1.21	2.66 1.40	4.00 1.05
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.) for section	66 \bar{X} SD	3.50 1.19	6.03 1.01	2.64 1.37	2.85 1.46	4.15 .98
4. Organize/supervise the MUA/IUA (trains) area	05 \bar{X} SD	3.50 1.20	5.75 1.17	3.00 1.20	3.75 1.28	3.88 .99
5. Direct clearing of previously occupied section area	37 \bar{X} SD	4.21 1.68	5.12 1.40	2.59 1.31	2.64 1.35	3.46 1.25
6. Implement/supervise preparation of advance party	32 \bar{X} SD	3.45 1.22	5.62 1.16	2.85 1.38	3.00 1.52	3.81 1.14

- Sec Ch
Tactical/combāt Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
7. Inspect field fortifications	34 \bar{X} SD	3.48 1.34	5.32 1.34	2.72 1.17	3.06 1.35	3.67 1.08
8. Implement field sanitation activities for section	34 \bar{X} SD	3.39 1.30	5.94 .96	2.62 1.13	2.83 1.33	4.06 .98
9. Implement/review operations orders for impact on section capabilities	78 \bar{X} SD	4.63 1.36	5.75 .99	3.19 1.07	4.24 1.45	3.92 .98
10. Plan section command post (CP) general location	11 \bar{X} SD	2.94 .94	5.47 1.50	2.58 1.12	3.11 1.49	3.90 .97
11. Prepare/implement section tactical feeding plan	22 \bar{X} SD	3.62 1.37	5.85 .99	2.54 1.15	2.79 1.41	3.88 .98
12. Displace section from one location to another	48 \bar{X} SD	3.67 1.41	5.54 1.30	2.67 1.32	3.00 1.51	3.71 1.19
13. Supervise implementation of NBC protective measures	60 \bar{X} SD	3.98 1.16	6.14 1.05	2.92 1.34	3.26 1.45	4.20 .95
14. Supervise tactical troop ground movements	30 \bar{X} SD	3.40 1.31	5.98 .93	3.11 1.27	3.35 1.48	4.02 .99
15. Check loaded vehicle for compliance with vehicle load plans	78 \bar{X} SD	3.98 1.30	5.86 1.05	2.44 1.23	2.66 1.43	3.98 .98
16. Supervise handling of prisoners of war & refugees	15 \bar{X} SD	2.96 1.08	6.00 .98	2.54 1.14	2.79 1.35	4.04 1.00

- Sec Ch
Health and Welfare

	% Who Perform	F	I	D	DN	SC
1. Counsel personnel with disciplinary problems	96 \bar{X} SD	4.58 1.24	5.93 .99	3.26 1.37	3.97 1.58	4.03 1.09
2. Counsel personnel facing personal/financial problems	82 \bar{X} SD	3.79 1.20	5.84 1.11	2.98 1.49	3.25 1.58	3.94 1.04
3. Counsel military personnel on job performance (good & bad)	96 \bar{X} SD	4.85 1.14	6.18 .80	2.59 1.35	2.89 1.56	4.06 .98
4. Counsel personnel concerning personnel actions	84 \bar{X} SD	4.42 1.23	5.85 1.03	2.79 1.32	3.10 1.45	3.82 .98
5. Make appointments for section enlisted personnel (medical, chaplain, IG, AER, etc.)	45 \bar{X} SD	4.34 1.11	5.76 1.08	2.70 1.27	2.87 1.37	3.58 1.09
6. Prepare rater's/indorser's section of EER	61 \bar{X} SD	2.39 .77	5.75 1.20	3.44 1.57	3.84 1.67	3.93 1.08
7. Monitor/supervise section weight control program	25 \bar{X} SD	4.15 1.31	4.58 1.74	2.43 1.55	2.48 1.60	3.31 1.36
8. Supervise the section enlisted sponsorship program	28 \bar{X} SD	3.42 1.42	5.91 1.28	2.47 1.36	2.64 1.38	3.89 1.23

- Sec Ch
Health and Welfare (cont.)

	% Who Perform	F	I	D	DN	SC
9. Write letters of welcome to newly assigned section personnel	44 \bar{X} SD	2.36 .68	5.10 1.63	2.89 1.26	3.03 1.44	3.61 1.16
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	82 \bar{X} SD	5.05 1.44	4.42 1.62	3.01 1.53	3.33 1.64	3.05 1.21
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	Not Applicable					
12. Apply motivational (rewards & punishments) techniques	67 \bar{X} SD	5.02 1.37	5.77 .93	3.01 1.37	3.42 1.57	3.73 1.11
13. Supervise/monitor conduct of counseling in the section	80 \bar{X} SD	4.71 1.16	5.64 1.06	3.03 1.33	3.61 1.50	3.71 1.03
14. Conduct referrals to agencies	23 \bar{X} SD	3.97 1.59	5.42 1.25	2.56 1.38	2.78 1.36	3.42 1.03
15. Assist in career planning & personal development	66 \bar{X} SD	4.47 1.44	5.61 1.10	3.11 1.38	3.50 1.58	3.76 1.09

- Sec Ch
Group Management

	% Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction to 1SG	87 \bar{X} SD	3.72 .92	5.99 .96	2.50 1.35	2.75 1.51	4.04 1.00
2. Recommend to 1SG approval/disapproval of personnel actions (DA Form 4187)	34 \bar{X} SD	3.72 1.31	5.49 1.30	2.51 1.35	2.81 1.43	3.70 1.14
3. Prepare EER & review for accuracy & completeness	65 \bar{X} SD	2.35 .75	5.78 1.44	3.48 1.52	4.00 1.49	3.91 1.20
4. Recommend personnel for administrative elimination to 1SG	36 \bar{X} SD	2.95 1.26	5.54 1.21	2.67 1.43	2.98 1.58	3.70 1.20
5. Recommend personnel for special/additional duties	46 \bar{X} SD	3.43 1.20	4.49 1.59	2.34 1.40	2.73 1.67	3.03 1.11
6. Monitor awards & decorations program for section members	66 \bar{X} SD	3.48 1.32	5.41 1.30	2.81 1.42	3.08 1.57	3.49 .99
7. Recommend to 1SG duty assignment for newly assigned personnel	29 \bar{X} SD	3.26 1.12	5.36 1.22	2.23 1.03	2.60 1.32	3.56 1.14
8. Review/correct unit manning report	Not Applicable					
9. Recommend reassignment of section personnel	35 \bar{X} SD	2.93 1.36	5.26 1.25	2.67 1.41	3.06 1.72	3.56 1.16

- Sec Ch
Group Management (cont.)

	% Who Perform	F	I	D	DN	SC
10. Counsel personnel on SQT (e.g., preparation, scoring, importance, etc.)	71 \bar{X} SD	3.49 1.59	6.03 1.01	2.76 1.22	3.02 1.42	3.86 1.11
11. Review administrative elimination proceedings	Not Applicable					
12. Prepare/review section en- listed personnel rating scheme	44 \bar{X} SD	3.13 1.12	5.20 1.56	2.53 1.33	2.65 1.41	3.52 1.15
13. Recommend personnel for MOS reclassification	16 \bar{X} SD	3.00 1.63	5.29 1.65	3.04 1.63	3.50 1.64	3.64 1.11
14. Identify section members for whom an EER is due	41 \bar{X} SD	2.92 1.24	6.03 1.05	2.52 1.09	2.69 1.26	3.91 1.08
15. Provide input to TOE/TDA changes	23 \bar{X} SD	3.17 1.48	5.75 1.08	2.89 1.60	3.19 1.77	3.89 1.09
16. Write/provide input for recommendations for awards/ decorations	84 \bar{X} SD	3.09 1.07	5.46 1.30	3.14 1.53	3.52 1.70	3.67 1.11
17. Prepare/review military personnel job descriptions	35 \bar{X} SD	4.20 1.56	5.28 1.55	2.82 1.43	3.15 1.60	3.42 1.15
18. Provide input to manpower survey documentation	25 \bar{X} SD	3.46 1.55	5.00 1.47	3.00 1.36	3.13 1.42	3.37 1.30

- Sec Ch
Group Management (cont.)

	% Who Perform	F	I	D	DN	SC
19. Help section members prepare DA Form 4187, Personnel Actions	32 \bar{X} SD	4.04 1.46	5.41 1.44	2.80 1.47	2.92 1.53	3.33 1.13
20. Prepare military personnel job descriptions	Not Applicable					
21. Prepare/review civilian evaluation reports	Not Applicable					
22. Provide personnel services	54 \bar{X} SD	5.69 1.18	5.21 1.49	2.66 1.58	3.00 1.67	3.52 1.25

- Sec Ch
Training

	% Who Perform	F	I	D	DN	SC
1. Conduct NCO calls within section	42 \bar{X} SD	4.34 1.32	5.48 1.16	2.48 1.36	2.55 1.45	3.40 1.34
2. Recommend personnel to attend service schools/ additional or specialized training	73 \bar{X} SD	3.71 1.19	5.72 1.02	2.56 1.36	2.85 1.47	3.70 1.04
3. Provide input to training schedules	56 \bar{X} SD	4.61 .95	5.85 1.00	2.71 1.26	3.12 1.50	3.99 1.00
4. Provide input for planning of unit NCO training to 1SG	34 \bar{X} SD	4.04 1.18	5.51 1.14	2.79 1.41	3.13 1.57	3.56 1.13
5. Develop/supervise physical fitness training/program in section	63 \bar{X} SD	5.21 1.06	5.53 1.45	2.50 1.31	2.80 1.39	3.68 1.22
6. Provide training guidance to subordinates	77 \bar{X} SD	5.26 1.26	5.89 .96	2.69 1.37	3.09 1.54	3.74 1.10
7. Monitor subordinates' attainment of DA minimum civilian education goals	54 \bar{X} SD	3.77 1.22	5.66 1.14	2.62 1.06	2.83 1.23	3.67 1.02
8. Instruct section members on relationship between soldiers' manuals, SQT's, & ARTEP's	75 \bar{X} SD	4.37 1.30	5.77 1.17	2.66 1.28	2.90 1.43	3.85 1.13
9. Critique deficiency of section enlisted instructors	51 \bar{X} SD	4.44 1.24	5.36 1.25	2.74 1.33	3.00 1.46	3.54 1.21

- Sec Ch
Training (cont.)

	% Who Perform	F	I	D	DN	SC
10. Evaluate training effectiveness to determine if commanders' training objectives are met	66 \bar{X} SD	5.04 1.39	5.81 1.22	2.80 1.30	3.08 1.47	4.02 .98
11. Implement/conduct training to correct individual deficiencies in section	87 \bar{X} SD	5.21 1.18	6.02 .87	2.86 1.43	3.18 1.57	4.02 1.01
12. Conduct train-the-trainer sessions for section NCOs	41 \bar{X} SD	3.94 1.29	5.77 1.29	2.97 1.38	3.41 1.51	3.84 1.24
13. Identify & enforce training safety requirements	77 \bar{X} SD	5.60 1.28	6.22 1.09	2.67 1.40	2.89 1.53	4.31 1.00
14. Insure section members attend unit training	93 \bar{X} SD	5.29 1.00	5.77 1.13	2.65 1.45	2.82 1.57	3.89 1.13
15. Plan section collective training	70 \bar{X} SD	4.78 1.15	5.82 .96	2.93 1.46	3.32 1.56	3.84 1.11
16. Review training performance objectives	57 \bar{X} SD	4.70 1.20	5.78 1.09	2.64 1.27	2.92 1.46	3.72 1.05
17. Provide input to unit Master Training Forecast	30 \bar{X} SD	4.17 1.03	5.71 1.09	2.92 1.50	3.10 1.61	3.73 1.07
18. Conduct critiques of section training	63 \bar{X} SD	4.68 1.23	5.67 1.12	2.60 1.15	2.89 1.30	3.53 1.17

- Sec Ch
Training (cont.)

	% Who Perform	F	I	D	DN	SC
19. Evaluate individual training for section personnel	68 \bar{X} SD	5.01 1.17	5.93 .89	2.51 1.28	2.85 1.50	3.83 1.03
20. Organize/implement section SQT study program	71 \bar{X} SD	4.17 1.52	6.16 1.01	2.96 1.61	3.20 1.75	4.16 1.06
21. Plan use of available training time	78 \bar{X} SD	5.29 1.03	5.89 .88	2.96 1.54	3.23 1.66	3.88 .98
22. Coordinate section training	83 \bar{X} SD	5.11 1.17	5.89 1.08	2.83 1.38	3.15 1.53	3.94 1.00
23. Supervise section collective training	78 \bar{X} SD	5.24 1.12	5.82 1.00	2.68 1.37	2.96 1.42	3.93 1.13
24. Implement tasks for incremental weather training	47 \bar{X} SD	3.77 1.30	5.24 1.43	2.61 1.47	2.82 1.60	3.50 1.11
25. Select performance objectives based on commander's & SQT training guidance	55 \bar{X} SD	4.48 1.29	5.98 .85	2.97 1.46	3.18 1.58	3.83 1.00
26. Designate & train enlisted training instructors for section	66 \bar{X} SD	4.51 1.40	5.72 1.12	2.94 1.26	3.57 1.56	3.83 1.18
27. Coordinate section training support	64 \bar{X} SD	4.60 1.29	5.57 1.26	2.88 1.49	3.18 1.58	3.66 1.14
28. Conduct a performance oriented training session (individual & collective)	94 \bar{X} SD	4.94 1.17	5.77 1.11	2.97 1.21	4.03 1.38	3.91 1.17

- Sec Ch
Training (cont.)

	% Who Perform	F	I	D	DN	SC
29. Determine required support for training	54 \bar{X} SD	4.65 1.20	5.77 1.06	3.16 1.34	3.69 1.49	3.84 1.05
30. Supervise section OJT program	63 \bar{X} SD	5.17 1.72	5.92 1.17	3.07 1.45	3.75 1.58	3.90 1.12
31. Prioritize tasks selected for training in section	60 \bar{X} SD	5.08 1.15	6.06 .85	2.77 1.27	3.11 1.48	3.88 1.06
32. Plan, supervise & conduct individual training	87 \bar{X} SD	5.09 1.12	5.90 .97	2.89 1.42	3.18 1.52	4.02 .93
33. Identify/review & use training publications	68 \bar{X} SD	4.94 1.28	5.72 1.13	2.81 1.35	3.10 1.54	3.65 1.18
34. Plan section individual training	83 \bar{X} SD	4.84 1.01	5.98 .85	2.85 1.37	3.16 1.53	3.95 1.04
35. Evaluate collective train- ing, using ARTEP evaluation standards	42 \bar{X} SD	3.24 1.36	6.00 1.04	3.06 1.46	3.47 1.59	4.02 1.04
36. Prepare, supervise & conduct a performance oriented training session (individual and collective)	89 \bar{X} SD	4.66 1.16	5.66 1.19	3.05 1.43	3.58 1.60	3.96 1.04
37. Draft/review a training outline	53 \bar{X} SD	4.42 1.25	5.51 1.06	2.99 1.44	3.47 1.55	3.49 1.06
38. Implement an OJT training program	44 \bar{X} SD	4.00 1.70	5.94 1.05	3.01 1.32	3.29 1.54	3.69 1.14

- Sec Ch
Training (cont.)

	% Who Perform	F	I	D	DN	SC
39. Incorporate multi-echelon collective training in training program (e.g., con-current training)	30	4.25 SD	5.72 1.21	3.21 1.55	3.51 1.61	3.41 1.36
40. Conduct training briefings	46	4.49 SD	5.54 1.06	2.58 1.28	2.83 1.45	3.64 1.14
41. Record results of training	64	5.04 SD	6.00 1.04	2.55 1.41	2.79 1.51	3.82 1.15

- Sec Ch
Maintenance

	% Who Perform	F	I	D	DN	SC
1. Inspect section buildings & grounds/area	77 \bar{X} SD	6.24 .75	5.25 1.51	2.31 1.32	2.53 1.37	3.54 1.25
2. Inspect section organizational equipment (TASC, NBC, tents, field mess, etc.)	76 \bar{X} SD	4.63 1.30	5.98 1.09	2.78 1.31	3.18 1.52	4.05 1.01
3. Inspect weapons/supervise & monitor cleaning of weapons	80 \bar{X} SD	4.09 .84	5.65 1.14	2.46 1.26	2.56 1.41	4.05 1.00
4. Spot-check section vehicles for preventive maintenance indicators	87 \bar{X} SD	5.69 .85	6.24 .88	2.55 1.40	2.88 1.55	4.20 1.05
5. Monitor section vehicle safety program	63 \bar{X} SD	5.01 1.36	6.02 1.16	2.59 1.30	2.84 1.42	4.02 1.10
6. Recommend soldiers for driver training program	72 \bar{X} SD	3.87 1.20	5.50 1.35	2.41 1.27	2.64 1.40	3.77 1.17
7. Monitor section vehicle trip tickets & dispatch	69 \bar{X} SD	5.15 1.18	5.85 1.21	2.40 1.09	2.61 1.18	3.89 1.18
8. Review section equipment readiness status	76 \bar{X} SD	5.19 1.23	6.24 .87	2.65 1.23	2.85 1.37	4.20 .91
9. Inspect section maintenance/pioneer tools	77 \bar{X} SD	4.71 1.21	5.55 1.15	2.53 1.35	2.77 1.49	3.82 1.14

- Sec Ch
Maintenance (cont.)

	% Who Perform	F	I	D	DN	SC
10. Supervise/monitor section personnel performing preventive maintenance	82 \bar{X} SD	5.77 .97	6.19 .94	2.60 1.36	2.86 1.56	4.16 1.07
11. Monitor driver awards program	28 \bar{X} SD	3.02 1.06	5.21 1.27	2.57 1.35	2.66 1.43	3.32 1.14
12. Review operational readiness status of section vehicles	78 \bar{X} SD	5.64 .85	6.38 .63	2.62 1.25	2.81 1.44	4.34 .90
13. Review maintenance SOP	55 \bar{X} SD	3.86 1.40	5.63 1.20	2.59 1.22	2.75 1.35	3.84 1.08
14. Monitor vehicle dispatches	Not Applicable					
15. Review unit Material Readiness Report (DA Form 2406) for section	34 \bar{X} SD	4.93 1.06	6.11 1.21	2.82 1.47	3.11 1.57	4.23 1.04
16. Inspect equipment log books	61 \bar{X} SD	4.92 1.18	5.79 1.12	2.52 1.26	2.66 1.34	3.97 1.09
17. Establish maintenance priorities for section	74 \bar{X} SD	5.64 1.18	6.19 .89	2.70 1.39	3.05 1.53	3.96 1.10

- Sec Ch
Security

	% Who Perform	F	I	D	DN	SC
1. Report security violations	56	\bar{X} 3.57 SD 1.53	5.85 1.52	2.36 1.15	2.60 1.34	4.40 .90
2. Supervise/monitor key control within section	63	\bar{X} 6.01 SD 1.02	6.24 .80	2.53 1.42	2.75 1.53	4.29 .96
3. Insure personally owned high dollar value items are registered by serial number for section members	81	\bar{X} 4.06 SD 1.25	5.63 1.44	2.48 1.21	2.61 1.36	3.86 1.14
4. Insure that privately owned weapons are secured in accordance with local directives	33	\bar{X} 3.37 SD 1.57	5.09 1.81	2.39 1.24	2.48 1.20	3.89 1.31
5. Safeguard "For Official Use Only" material	41	\bar{X} 4.89 SD 1.62	6.16 1.26	2.32 1.37	2.59 1.46	4.40 .83
6. Conduct physical security inspection	52	\bar{X} 4.71 SD 1.40	6.05 1.01	2.39 1.08	2.68 1.38	4.18 1.02
7. Determine section physical security requirements	46	\bar{X} 4.64 SD 1.33	5.77 1.09	2.60 1.18	2.95 1.43	4.03 .97
8. Maintain a safe or cabinet security record (DA Form 672)	25	\bar{X} 5.87 SD 1.42	6.39 .82	2.23 1.14	2.41 1.23	4.31 .98

- Sec Ch
Security (cont.)

	% Who Perform	F	I	D	DN	SC
9. Review security access roster	30 \bar{X} SD	3.87 1.23	5.75 1.26	2.27 1.30	2.33 1.17	3.87 1.08
10. Conduct arms room inspection	25 \bar{X} SD	3.53 1.09	5.50 1.59	2.25 1.06	2.60 1.43	4.02 1.07
11. Check security of serial numbered items	70 \bar{X} SD	4.51 1.41	6.01 1.19	2.58 1.33	2.76 1.53	4.29 .93
12. Recommend suspension/ revocation of security clearances	10 \bar{X} SD	2.56 1.09	4.50 2.21	2.43 1.09	2.71 1.54	3.20 1.27
13. Supervise unit armorer	Not Applicable					
14. Collect/report information of potential intelligence value	17 \bar{X} SD	3.26 1.40	5.92 1.44	2.56 1.00	2.84 1.11	4.15 .93
15. Conduct section physical security training	40 \bar{X} SD	4.51 1.34	5.94 1.05	2.53 1.31	2.77 1.55	3.86 1.07
16. Implement/enforce unit communications security procedures	40 \bar{X} SD	4.46 1.35	6.27 .96	2.54 1.26	2.84 1.45	4.40 .79

- Sec Ch
Security (cont.)

	% Who Perform	F	I	D	DN	SC
15. Conduct section security briefings	48 \bar{X} SD	4.04 1.36	5.86 1.23	2.41 1.19	2.65 1.47	4.04 1.06
16. Monitor DA Form 727, Classified Container Information	27 \bar{X} SD	4.35 1.84	5.43 1.85	2.14 1.22	2.62 1.43	3.88 1.33
17. Encode/decode messages	35 \bar{X} SD	3.36 .96	6.02 1.16	2.49 1.17	3.00 1.28	4.23 1.03
18. Inventory ammunition for section	22 \bar{X} SD	3.60 1.44	6.28 .88	2.39 1.25	2.67 1.48	4.53 .83
19. Monitor/enforce section safety program	66 \bar{X} SD	5.30 1.42	5.98 1.16	2.48 1.26	2.63 1.40	3.99 1.04

- Sec Ch
ARTEP

	% Who Perform	F	I	D	DN	SC
Not Applicable						
1. Establish & operate/ supervise establishment & operation of field mess						
Not Applicable						
2. Supervise establishment & operations of a unit motor pool						
3. Supervise evacuation of sick & injured to aid station	32	\bar{X} 4.04 SD 1.77	5.82 1.17	2.28 1.05	2.58 1.34	4.12 1.02
4. Conduct tactical road march	28	\bar{X} 3.18 SD 1.09	5.98 1.27	2.67 1.23	2.84 1.26	3.84 1.17
5. Establish a tactical bivouac	22	\bar{X} 3.32 SD .98	5.79 1.10	3.03 1.36	3.47 1.52	4.09 .87
6. Employ camouflage techniques	65	\bar{X} 3.48 SD 1.21	5.80 .98	2.70 1.26	2.90 1.42	3.98 .94
7. Conduct rear area protec- tion operations	15	\bar{X} 3.35 SD 1.27	5.78 1.20	3.04 1.36	3.35 1.30	3.96 1.19
8. Perform/train for civil disturbance operations	13	\bar{X} 3.20 SD 1.64	4.71 1.72	2.72 1.64	3.18 1.51	3.74 1.15

- Sec Ch
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
9. Disseminate intelligence to subordinates & support elements	27 \bar{X} SD	4.44 1.40	5.77 1.02	2.81 .98	3.26 1.31	4.02 1.14
10. Conduct radio communications	51 \bar{X} SD	4.20 1.30	5.84 1.20	2.28 1.43	2.66 1.54	4.08 1.13
11. Execute loading IAW movement plan	61 \bar{X} SD	3.88 1.03	5.88 .96	2.76 1.26	3.12 1.57	3.89 1.04
12. Establish observation posts	34 \bar{X} SD	3.24 1.12	5.38 1.60	2.85 1.45	3.04 1.40	3.89 1.17
13. Occupy & secure section CP	37 \bar{X} SD	3.58 1.30	5.95 1.01	2.76 1.33	3.05 1.54	4.22 .99
14. Operate in a EW environment	34 \bar{X} SD	4.50 2.03	5.43 1.87	3.26 1.83	3.60 1.89	3.65 1.54
15. Implement/supervise section defensive posture	47 \bar{X} SD	3.35 1.09	5.55 1.28	2.93 1.26	3.31 1.37	3.97 1.09
16. Monitor/review unit plan for medical support	09 \bar{X} SD	3.71 1.49	6.00 .78	2.53 1.69	2.86 1.79	4.13 .83
17. Distribute weather data	12 \bar{X} SD	4.79 1.55	5.17 1.43	2.39 1.29	2.39 1.29	3.33 1.28
18. Prepare operations estimate	28 \bar{X} SD	4.75 1.31	5.48 1.32	3.48 1.30	4.30 1.59	3.88 1.05

- Sec Ch
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
19. Request PLL for elements at worksite	53 \bar{X} SD	5.10 1.25	6.15 .91	2.95 1.52	3.60 1.72	4.07 1.20
20. Implement response to air/ ground attack	35 \bar{X} SD	3.16 1.08	5.86 1.30	2.95 1.41	3.09 1.53	4.05 1.09
21. Insure communications sites are adequately organized for defense	Not Applicable					
22. Counter against/report jamming	22 \bar{X} SD	3.03 1.18	6.18 1.07	2.61 1.62	3.27 1.84	4.23 1.00
23. Insure laundry exchange	59 \bar{X} SD	4.94 .53	5.63 1.16	2.32 1.16	2.41 1.21	3.75 1.19
24. Process personnel replace- ment	30 \bar{X} SD	3.46 1.60	5.68 1.42	2.64 1.37	3.06 1.48	3.87 1.24
25. Perform command & liaison visits	16 \bar{X} SD	4.35 1.26	5.23 1.28	2.92 1.41	3.31 1.46	3.62 1.24
26. Organize for combat operations	65 \bar{X} SD	4.47 1.42	6.27 1.03	3.53 1.34	4.13 1.59	4.36 .99
27. Implement withdrawals	09 \bar{X} SD	3.47 1.13	6.07 1.07	2.71 1.27	2.73 1.28	3.93 1.14

- Sec Ch
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
28. Implement & monitor Personnel Reliability Program	Not Applicable					
29. Train & certify personnel for NBC weapons logistical movement	Not Applicable					
30. Develop/establish perimeter defense	40	\bar{X} 2.94 SD 1.00	5.54 1.34	2.97 1.39	3.37 1.48	4.06 1.03
31. Monitor energy conservation program	51	\bar{X} 5.41 SD 1.43	5.50 1.21	2.39 1.26	2.62 1.37	3.66 1.21
32. Attend courts-martial	19	\bar{X} 2.20 SD .66	4.10 1.82	2.86 1.58	2.93 1.58	3.21 1.32

Squad Leader

General Unit Administration

	% Who Perform ^a	F	I	D	DN	SC
1. Insure suspensions are met within squad	66 \bar{X} SD	5.54 1.05	5.60 1.06	2.62 1.35	3.12 1.61	3.71 1.18
2. Monitor bulletin board	81 \bar{X} SD	6.36 .81	5.65 1.45	1.72 1.11	1.81 1.13	3.79 1.30
3. Receive and route correspondence	43 \bar{X} SD	5.43 1.19	5.20 1.58	2.32 1.11	2.91 1.46	3.40 1.21
4. Analyze contents of communications (correspondence, messages, directives, etc.) for action to be taken	41 \bar{X} SD	5.08 1.54	5.66 1.22	2.74 1.24	3.23 1.48	3.74 1.15
5. Conduct personnel asset inventory with commander & 1SG	33 \bar{X} SD	3.02 1.09	5.00 1.27	2.05 .99	2.41 1.33	3.46 1.10
6. Update/maintain squad alert roster	47 \bar{X} SD	3.97 .94	5.88 1.06	2.32 1.21	2.85 1.45	3.95 1.14
7. Draft correspondence (letters, DF's, Memos, etc.)	36 \bar{X} SD	4.62 1.48	5.02 1.50	2.57 1.34	3.33 1.77	3.52 1.17
8. Monitor squad standard operating procedures (SOP) (e.g., draft changes & corrections & post changes & corrections	50 \bar{X} SD	4.58 1.28	5.48 .94	2.75 1.13	3.28 1.37	3.50 1.05

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- Sq Ldr
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
9. Prepare & maintain status boards & charts	47 \bar{X} SD	5.62 1.02	5.43 1.23	2.25 1.16	2.87 1.47	3.77 1.15
10. Consolidate/prepare recurring reports--input to PSG	38 \bar{X} SD	5.00 .96	5.37 .99	2.86 1.00	3.48 1.22	3.41 1.12
11. Prepare military correspondence (assemble, check content, format, accuracy, etc.)	Not Applicable					
12. Develop inspection checklist	Not Applicable					
13. Use the functional files maintained at the unit	Not Applicable					
14. Monitor fund drive collections in the squad	Not Applicable					
15. Supervise preparation of daily staff journal	Not Applicable					
16. Maintain special activities calendar	33 \bar{X} SD	4.91 1.31	5.28 1.32	2.26 1.43	2.56 1.47	3.30 1.32
17. Supervise log of incoming/outgoing correspondence to PAC	Not Applicable					

- Sq Ldr
General Unit Administration (cont.)

	% Who Perform	F	I	D	DN	SC
18. Monitor suggestion program for squad	54 \bar{X} SD	5.00 1.25	5.29 1.13	2.49 1.24	2.88 1.49	3.51 1.23
19. Supervise requisition/maintenance of publications & blank forms for squad	33 \bar{X} SD	4.29 1.15	5.12 1.31	2.33 1.24	2.79 1.37	3.62 1.08
20. Maintain (limited) military publication library	36 \bar{X} SD	4.40 1.28	5.15 1.32	3.10 1.52	3.44 1.64	3.26 1.03
21. Supervise transmittal of documents to finance (leaves, allotment, pay elections, etc.)	Not Applicable					
22. Prepare & maintain reading files	25 \bar{X} SD	4.69 1.47	5.22 1.52	2.84 1.39	3.22 1.48	3.66 1.13
23. Provide input to unit historical reports	13 \bar{X} SD	3.06 1.20	4.12 1.73	2.35 1.32	2.71 1.61	2.72 1.13
24. Monitor maintenance of duty roster maintained at PAC	Not Applicable					
25. Supervise maintenance of leave control log	Not Applicable					
26. Supervise unit mailroom operations	Not Applicable					

- Sq Ldr
General Unit Administration (cont.)

	% Who Perform	F	D	DN	SC
27. Supervise the preparation & maintenance of SIDPERS transactions, records & reports	Not Applicable				
28. Control issue of DD Form 714, Meal Card	Not Applicable				
29. Supervise the preparation & maintenance of DA Form 12 Series (Requirements for	Not Applicable				
30. Prepare After-Action Reports	24 \bar{X} 3.84 SD 1.29	5.31 1.47	2.50 1.30	3.06 1.61	3.84 1.08
31. Draft messages	17 \bar{X} 4.55 SD 1.57	5.23 1.54	2.36 1.05	2.86 1.52	3.75 1.29

- Sq Ldr
Administration - Personnel

	% Who Perform	F	I	D	DN	SC
1. Recommend approval/dis-approval of leave & pass request to PSG	80 \bar{X} SD	3.73 1.25	5.12 1.26	1.95 1.11	2.29 1.41	3.43 1.15
2. Monitor unit duty roster for squad members	81 \bar{X} SD	5.74 1.02	5.34 1.27	1.97 1.19	2.33 1.42	3.28 1.42
3. Update squad promotion eligibility roster	50 \bar{X} SD	3.97 .85	5.99 .88	3.20 1.12	2.69 1.42	3.95 1.13
4. Supervise Charge of Quarters (CQ)	Not Applicable					
5. Answer/refer inquiries concerning personnel actions for squad members	94 \bar{X} SD	4.77 1.31	5.71 1.12	2.35 1.24	2.90 1.49	3.66 1.14
6. Prepare & maintain counseling records	84 \bar{X} SD	4.37 .88	5.41 1.17	2.73 1.29	3.46 1.47	3.61 1.12
7. Review & correct unit Personnel Roster as pertains to section members	Not Applicable					
8. Answer/refer pay inquiries from squad members	72 \bar{X} SD	3.79 .74	5.67 1.27	2.32 1.21	2.91 1.56	3.71 1.12
9. Guide/supervise the administrative inprocessing/outprocessing of squad members	53 \bar{X} SD	3.37 1.26	5.38 1.27	2.31 1.23	2.56 1.45	3.37 1.13

- Sq Ldr
Administration - Personnel (cont.)

	% Who Perform	F	I	D	DN	SC
10. Report AWOL soldiers	51	\bar{X} 3.44 SD 1.81	5.94 1.35	1.85 1.29	2.03 1.43	4.05 1.16
11. Control squad personnel visiting PAC	57	\bar{X} 4.96 SD 1.23	5.01 1.26	2.45 1.23	2.58 1.41	3.08 1.18
12. Screen Leave and Earnings Statement (LES) for poten- tial pay problems	59	\bar{X} 3.90 SD .53	5.45 1.21	2.18 .96	2.84 1.28	3.49 1.25
13. Prepare/update daily squad personnel status report- input to PSG	68	\bar{X} 6.11 SD .70	5.75 1.14	2.17 1.35	2.58 1.56	4.05 1.23
14. Prepare sick slips (DA Form 689)	40	\bar{X} 4.37 SD 1.22	4.59 1.72	1.71 1.01	1.84 1.77	2.92 1.29
15. Initiate requests for orders	Not Applicable					
16. Draft/report results of squad inspections	64	\bar{X} 4.68 SD 1.18	4.98 1.16	2.37 1.11	2.81 1.91	3.16 1.09
17. Supervise unit mail clerk/ alternate mail clerk	Not Applicable					
18. Request flagging actions as pertain to squad members	17	\bar{X} 2.59 SD 1.01	5.52 1.28	3.00 1.57	3.57 1.73	4.17 .83
19. Supervise unit clerk	Not Applicable					

- Sq Ldr
Administration - Personnel (cont.)

	% Who Perform	F	I	D	DN	SC
20. Supervise preparation & maintenance of Personnel Data Cards (DA Form 2475-2)	Not Applicable					
21. Conduct meetings (briefings, discussions, seminars, etc.)	59 \bar{X} SD	4.40 1.23	5.40 1.20	2.45 1.19	3.13 1.40	3.48 1.08
22. Attend meetings (staff, commander, council, etc.)	54 \bar{X} SD	4.81 1.16	5.34 1.30	1.88 1.00	2.19 1.19	3.73 1.07
23. Attend promotion boards	21 \bar{X} SD	2.96 1.26	5.22 1.42	2.33 1.07	2.85 1.49	3.67 1.21

- Sq Ldr
Supply

	% Who Perform	F	I	D	DN	SC
1. Monitor/check effectiveness of troop mess facility (sanitation, food preparation, etc.) input to PSG	36 \bar{X} SD	4.79 1.35	5.70 1.23	2.33 1.45	2.48 1.46	3.53 1.35
2. Evaluate effectiveness of squad supply (economy, accountability, etc.)	53 \bar{X} SD	4.65 1.14	5.48 1.05	2.42 1.22	2.68 1.28	3.68 1.11
3. Arrange & coordinate for transportation of personnel & equipment	47 \bar{X} SD	4.79 1.43	5.56 1.31	2.54 1.29	3.03 1.57	3.80 1.25
4. Monitor/coordinate resupply operations	31 \bar{X} SD	3.83 1.45	5.83 1.08	2.-5 1.11	3.10 1.58	4.01 1.04
5. Determine supply requirements	65 \bar{X} SD	4.79 1.24	5.25 1.31	2.58 1.20	3.25 1.42	3.59 1.30
6. Brief soldiers on the procedure they must follow regarding supply accountability	55 \bar{X} SD	4.39 1.22	5.57 1.16	2.10 1.12	2.51 1.28	3.59 1.02
7. Make recommendations regarding Reports of Survey	18 \bar{X} SD	3.22 1.35	4.87 1.66	1.91 1.28	2.48 1.38	3.32 1.11
8. Check fire extinguishers	70 \bar{X} SD	4.31 1.01	5.04 1.48	1.78 1.05	1.95 1.06	3.64 1.27

- Sq Ldr
Supply (cont.)

	% Who Perform	F	I	D	DN	SC
9. Control equipment usage	65	5.89	5.73	2.46	3.02	4.02
	SD	1.01	1.27	1.16	1.43	1.19
10. Conduct physical inventory of squad organizational property	85	3.79	5.34	2.51	3.06	3.08
	SD	.93	1.23	1.16	1.42	1.13
11. Recommend Statement of Charges (DA Form 362)	53	3.10	4.71	2.38	3.13	3.22
	SD	1.11	1.58	1.15	1.47	1.04
12. Conduct inventory of per- sonal effects & military equipment (to include absen- tees')	68	4.06	5.37	2.41	2.80	3.73
	SD	1.55	1.22	1.19	1.26	1.07
13. Inspect basic loads	50	4.34	5.81	2.52	2.98	4.14
	SD	1.22	1.04	1.11	1.45	.94
14. Maintain hand receipts	72	4.07	5.88	2.28	2.86	3.82
	SD	1.40	1.47	1.15	1.40	1.14
15. Monitor ration records & reports	Not Applicable					

- Sq Ldr
Garrison Tasks

	% Who Perform	F	I	D	DN	SC
1. Enforce standards of military discipline, courtesy & dress	95 \bar{X} SD	6.31 .89	6.04 .98	2.46 1.44	3.02 1.70	3.91 1.22
2. Monitor squad health & welfare	81 \bar{X} SD	5.70 1.08	6.03 .93	2.32 1.29	2.82 1.60	4.09 1.13
3. Determine projects & details for extra training of personnel	77 \bar{X} SD	4.10 1.15	4.71 1.40	2.44 1.03	3.14 1.43	3.74 1.06
4. Brief newly assigned personnel on squad missions & policies	89 \bar{X} SD	3.77 1.43	5.90 1.08	2.38 1.15	3.08 1.42	4.00 1.08
5. Recommend judicial (courts-martial) & non-judicial (Art 15) action to PSG	61 \bar{X} SD	2.86 1.06	5.52 1.26	2.71 1.46	3.48 1.86	3.91 1.13
6. Visit personnel in hospital/confinement	55 \bar{X} SD	2.83 1.27	5.56 1.28	2.04 1.41	2.37 1.63	3.32 1.19
7. Recommend nonpunitive (letters of reprimand, admonishment, etc.) disciplinary measures to PSG	58 \bar{X} SD	3.31 1.15	5.57 1.07	2.65 1.41	3.15 1.57	3.59 1.03
8. Protect the rights of an accused or suspected individual	66 \bar{X} SD	3.80 1.78	5.52 1.44	3.47 1.70	4.62 1.82	3.81 1.22

- Sq Ldr
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
9. Monitor relationships between unit officers & NCOs	Not Applicable					
10. Explain local laws & regulations (e.g., Status of Forces Agreement, city status, off-limit establishments, etc.) to squad personnel	69 \bar{X} SD	4.08 1.38	5.53 1.21	2.24 1.19	2.77 1.54	3.60 1.12
11. Inspect individual equipment for serviceability	98 \bar{X} SD	4.33 1.25	5.66 1.12	2.31 1.25	2.87 1.54	4.08 .97
12. Assist in development of junior officers	41 \bar{X} SD	5.60 1.43	5.47 1.32	3.55 1.64	4.40 1.84	3.68 1.16
13. Recommend pretrial confinement to PSG	20 \bar{X} SD	2.77 1.31	4.69 1.67	3.31 1.72	3.89 1.41	3.67 1.14
14. Form & march squad for drill & ceremonies	74 \bar{X} SD	4.62 1.29	4.31 1.37	2.26 1.34	2.73 1.46	3.39 1.23
15. Assist in planning/cordination of ceremonies	Not Applicable					
16. Prepare & post summary of non-judicial punishment administered form (DA Form 3743R) on bulletin board	Not Applicable					

- Sq Ldr
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
Not Applicable						
17. Monitor administrative preparation of record of proceedings under Art 15, UCMJ						
Not Applicable						
18. Train the guidon bearer						
Not Applicable						
19. Plan/organize squad recreation activities	33	\bar{X} 4.07 SD 1.22	5.10 1.19	2.50 1.33	3.00 1.34	3.30 1.12
20. Research/familiarize self with Manual for Courts-Martial	31	\bar{X} 3.13 SD 1.24	5.23 1.17	2.70 1.14	3.10 1.50	3.25 1.08
21. Monitor Unit Fund Council meetings & functions	12	\bar{X} 3.40 SD .83	5.27 1.58	2.27 1.34	3.47 1.13	3.73 1.44
22. Assist commander to determine criteria for probable cause for search & seizure	29	\bar{X} 3.16 SD 1.26	5.14 1.40	2.31 1.31	3.49 1.61	3.68 1.16
23. Monitor the preparation of sworn/unsown statements	28	\bar{X} 3.78 SD 1.79	5.81 1.28	2.03 1.25	2.47 1.42	3.81 1.06
24. Brief soldiers on civilian-military relations	63	\bar{X} 4.00 SD 1.39	4.67 1.57	2.37 1.09	2.83 1.37	3.27 1.19
25. Implement human relations program for squad	32	\bar{X} 4.59 SD 1.45	5.66 1.24	2.63 1.50	3.13 1.71	3.59 1.36

- Sq Ldr
Garrison Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
26. Supervise squad members' personal hygiene	80	\bar{X} 5.52 SD 1.15	5.80 1.16	3.24 1.50	2.88 1.44	4.00 1.15
27. Support post/community details	Not Applicable					
28. Brief personnel on standards, traditions & duties in the Army	76	\bar{X} 4.62 SD 1.61	5.65 1.10	2.40 1.20	2.99 1.58	3.74 1.14

- Sq Ldr
Tactical/Combat Tasks

	% Who Perform	F	I	D	DN	SC
1. Supervise preparation of squad bivouac area	49 \bar{X} SD	3.08 .89	5.31 1.23	2.69 1.30	3.46 1.58	3.63 1.97
2. Supervise squad area security	70 \bar{X} SD	4.83 1.55	5.72 .89	2.50 1.18	3.02 1.32	4.01 1.07
3. Implement tactical cover & deception plans (noise, light, litter discipline, camouflage, etc.) for squad	76 \bar{X} SD	3.33 1.04	5.99 1.02	2.45 1.22	3.09 1.59	4.21 .94
4. Organize/supervise squad MUA/IDUA (trains) area	24 \bar{X} SD	4.07 1.34	5.16 1.27	2.60 1.13	3.42 1.54	3.71 1.16
5. Direct clearing of previously occupied squad area	44 \bar{X} SD	3.70 1.48	4.84 1.52	2.23 1.20	2.49 1.20	3.27 1.07

Not Applicable

6. Implement/supervise preparation of advance party

- Sq Ldr
Tactical/Combat Tasks (cont.)

	% Who Perform	F	I	D	DN	SC
7. Inspect field fortifications	30 \bar{X} SD	3.54 1.21	5.85 1.16	2.36 1.27	2.85 1.42	4.21 .91
8. Implement field sanitation activities for squad	47 \bar{X} SD	3.10 1.01	5.61 1.13	2.41 1.10	2.85 1.28	3.82 1.02
9. Implement/review operations orders for impact on squad capabilities	50 \bar{X} SD	3.92 1.22	5.55 1.23	2.89 1.21	3.66 1.38	3.88 .99
10. Plan command post (CP) general location	Not Applicable					
11. Prepare/implement squad tactical feeding plan	33 \bar{X} SD	3.43 1.04	5.55 1.23	2.24 1.27	2.69 1.37	3.93 1.09
12. Displace squad from one location to another	64 \bar{X} SD	4.55 1.65	5.46 .96	2.51 1.24	3.11 1.51	3.73 1.17
13. Supervise implementation of NBC protective measures	71 \bar{X} SD	3.77 .77	5.97 1.02	2.82 1.21	3.34 1.45	4.27 .95
14. Supervise tactical troop ground movements	39 \bar{X} SD	3.24 .96	5.66 1.15	2.60 1.34	3.32 1.76	3.96 .99
15. Check loaded vehicle for compliance with vehicle load plans	77 \bar{X} SD	4.25 1.01	5.99 1.16	2.18 1.20	2.65 1.51	3.66 1.14
16. Supervise handling of prisoners of war & refugees	30 \bar{X} SD	2.82 .91	5.68 1.21	2.45 1.31	2.97 1.40	3.87 1.14

- Sq Ldr
Health and Welfare

	% Who Perform	F	I	D	DN	SC
1. Counsel personnel with disciplinary problems	89 \bar{X} SD	4.43 1.27	5.85 .88	2.76 1.31	3.53 1.86	3.88 1.16
2. Counsel personnel facing personal/financial problems	74 \bar{X} SD	3.92 1.26	5.34 1.15	2.78 1.28	3.45 1.60	3.71 1.13
3. Counsel military personnel on job performance (good & bad)	94 \bar{X} SD	4.74 1.08	5.88 .99	2.56 1.24	3.29 1.51	3.79 1.18
4. Counsel personnel concerning personnel actions	79 \bar{X} SD	4.62 1.11	5.47 1.11	2.67 1.20	3.25 1.46	3.58 1.09
5. Recommend appointments for squad members (medical, chaplain, IG, AER, etc.) to PSG	71 \bar{X} SD	4.11 1.30	5.42 1.23	2.47 1.21	2.81 1.26	3.65 1.04
6. Prepare rater's section of EER	40 \bar{X} SD	2.37 .95	6.08 .96	2.77 1.58	3.68 1.64	3.87 1.16
7. Monitor/supervise squad weight control program	26 \bar{X} SD	4.49 1.62	5.52 1.52	2.33 1.49	2.33 1.45	3.73 1.23
8. Supervise the unit enlisted sponsorship program	Not Applicable					

- Sq Ldr
Health and Welfare (cont.)

	% Who Perform	F	I	D	DN	SC
9. Write letters of welcome to newly assigned squad personnel	36 \bar{X} SD	2.70 1.21	4.34 1.63	2.52 1.28	2.98 1.47	3.11 1.40
10. Explain to SM why he/she must perform post details that do not pertain to his/her MOS	76 \bar{X} SD	4.91 1.44	4.86 1.45	2.63 1.54	3.20 1.72	3.18 1.23
11. Talk to dependent wives, husbands (requests, NEO procedures, etc.)	Not Applicable					
12. Apply motivational (rewards & punishments) techniques	74 \bar{X} SD	5.13 1.29	5.70 1.20	2.77 1.48	3.45 1.71	3.59 1.19
13. Supervise/monitor conduct of counseling in the unit	Not Applicable					
14. Conduct referrals to agencies	43 \bar{X} SD	3.53 1.29	5.11 1.33	2.38 1.21	2.93 1.36	3.38 1.16
15. Assist in career planning & personal development	61 \bar{X} SD	4.56 1.32	5.87 1.10	2.35 1.13	3.06 1.52	3.75 1.08

- Sq Ldr
Group Management

	% Who Perform	F	I	D	DN	SC
1. Recommend personnel for promotion/reduction to PSG	86 \bar{X} SD	3.77 .96	5.78 1.12	2.51 1.35	3.13 1.54	3.71 1.17
2. Recommend to PSG approval/disapproval of personnel actions (DA Form 4187)	37 \bar{X} SD	3.94 1.33	5.50 1.15	2.13 1.16	2.58 1.29	3.83 1.06
3. Review EER & review for accuracy & completeness	47 \bar{X} SD	2.27 .76	5.52 1.46	2.58 1.27	3.27 1.55	3.62 1.21
4. Recommend personnel for administrative elimination to PSG	33 \bar{X} SD	3.02 1.46	5.63 1.40	2.49 1.40	3.26 1.88	3.93 1.18
5. Recommend personnel for special/additional duties	55 \bar{X} SD	3.65 1.22	5.09 1.13	2.63 1.24	2.94 1.38	3.50 1.05
6. Monitor awards & decorations program for squad members to PSG	63 \bar{X} SD	3.30 1.10	5.25 1.23	3.00 1.39	3.59 1.46	3.24 1.11
7. Recommend to PSG duty assignment for newly assigned personnel	39 \bar{X} SD	3.84 1.33	5.24 1.19	2.08 1.07	2.62 1.29	3.39 1.17
8. Review/correct unit manning	Not Applicable					
9. Recommend reassignment of squad personnel	46 \bar{X} SD	2.56 1.06	4.93 1.46	2.61 1.54	3.17 1.75	3.45 1.16

- Sq Ldr
Group Management (cont.)

	% Who Perform	F	I	D	DN	SC
10. Counsel personnel on SQT (e.g., preparation, scoring, importance, etc.)	68	\bar{X} 3.31 SD 1.38	5.68 1.15	2.14 1.12	2.65 1.50	3.71 1.02
11. Review administrative elimination proceedings	Not Applicable					
12. Prepare/review enlisted personnel rating scheme	Not Applicable					
13. Recommend personnel for MOS reclassification	22	\bar{X} 2.82 SD 1.39	5.50 1.32	2.39 1.57	3.19 1.82	3.86 1.15
14. Identify squad members for whom an EER is due	38	\bar{X} 2.68 SD 1.06	5.48 1.43	2.06 1.11	2.58 1.30	3.65 1.11
15. Provide input to TOE/TDA changes	Not Applicable					
16. Write/provide input for recommendations for awards/ decorations	61	\bar{X} 3.29 SD 1.26	5.48 1.28	2.56 1.31	3.13 1.56	3.51 1.24
17. Prepare/review military personnel job descriptions	29	\bar{X} 4.00 SD 1.25	5.54 1.02	2.60 1.26	3.08 1.52	3.62 1.09
18. Provide input to manpower survey documentation	13	\bar{X} 3.77 SD 1.86	4.77 1.79	2.41 1.91	2.55 1.57	3.11 1.23

- Sq Ldr
Group Management (cont.)

	% Who Perform	F	I	D	DN	SC
19. Help squad members prepare DA Form 4187, Personnel Actions	36	\bar{X} 3.65 SD 1.22	5.54 .98	2.52 1.23	3.02 1.54	3.51 1.16
20. Prepare military personnel job descriptions	Not Applicable					
21. Prepare/review civilian evaluation reports	Not Applicable					
22. Provide personnel services	43	\bar{X} 5.36 SD 1.35	5.66 1.38	2.30 1.10	2.83 1.49	3.69 1.25

- Sq Ldr
Training

	% Who Perform	F	I	D	DN	SC
1. Conduct NCO calls	Not Applicable					
2. Recommend personnel to attend service schools/ additional or specialized training	85 \bar{X} SD	3.59 1.14	5.07 1.36	2.36 1.26	2.87 1.46	3.22 1.24
3. Provide input to training schedules	67 \bar{X} SD	4.62 1.17	5.15 1.54	2.76 1.23	3.83 1.41	3.39 1.36
4. Provide input for planning of unit NCO training to PSG	33 \bar{X} SD	4.14 1.19	5.07 1.22	2.93 1.40	3.49 1.55	3.47 1.12
5. Develop/supervise physical fitness training/program in squad	57 \bar{X} SD	5.14 1.14	5.39 1.42	2.11 1.13	2.62 1.39	3.70 1.18
6. Provide training guidance to subordinates	73 \bar{X} SD	5.42 1.13	6.00 .90	2.45 1.29	3.03 1.64	3.81 1.16
7. Monitor subordinates' attainment of DA minimum civilian education goals	61 \bar{X} SD	3.65 1.03	5.48 1.15	2.30 1.17	2.66 1.39	3.56 1.14
8. Instruct squad members on relationship between soldiers' manuals, SQT's, & ARTEP's	72 \bar{X} SD	4.37 1.24	5.53 1.14	2.40 1.15	2.87 1.33	3.78 1.18
9. Critique deficiency of squad enlisted instructors	46 \bar{X} SD	4.49 1.17	5.54 1.06	2.25 1.06	3.03 1.61	3.52 1.13

- Sq Ldr
Training (cont.)

	% Who Perform	F	I	D	DN	SC
10. Evaluate training effectiveness to determine if commanders' training objectives are met	63 \bar{X} SD	4.67 1.30	5.53 .99	2.74 1.31	3.24 1.47	3.72 1.03
11. Implement/conduct training to correct individual/squad deficiencies	74 \bar{X} SD	4.71 1.46	5.64 1.03	2.48 1.18	3.16 1.54	3.79 1.08
12. Conduct train-the-trainer sessions for unit NCOs	Not Applicable					
13. Identify & enforce training safety requirements	64 \bar{X} SD	5.24 1.32	5.83 1.11	2.78 1.47	3.31 1.68	4.11 1.10
14. Insure squad members attend unit training	91 \bar{X} SD	5.50 1.01	5.81 1.12	2.35 1.26	2.80 1.52	3.91 1.09
15. Plan squad collective training	74 \bar{X} SD	4.62 1.33	5.80 1.02	3.13 1.42	3.78 1.56	3.59 1.04
16. Review training performance objectives	59 \bar{X} SD	4.76 1.19	5.53 .89	2.49 1.22	3.17 1.47	3.82 1.02
17. Provide input to unit Master Training Forecast	Not Applicable					
18. Conduct critiques of squad training	79 \bar{X} SD	4.79 1.43	5.72 1.12	2.72 1.12	3.73 1.51	3.71 1.19

- Sq Ldr
Training (cont.)

	% Who Perform	F	I	D	DN	SC
19. Evaluate individual training for squad personnel	75 \bar{X} SD	5.09 1.26	5.84 .94	2.72 1.31	3.39 1.44	3.83 .99
20. Organize/implement squad SQT study program	60 \bar{X} SD	4.94 1.18	5.70 .99	2.70 1.37	3.26 1.55	3.70 1.10
21. Plan use of available training time	67 \bar{X} SD	5.21 1.06	5.66 1.03	2.86 1.31	3.59 1.51	3.80 1.09
22. Coordinate squad training	76 \bar{X} SD	5.06 1.26	5.81 1.07	2.84 1.38	3.53 1.57	3.79 1.09
23. Supervise squad collective training	70 \bar{X} SD	4.96 1.31	5.77 .89	2.56 1.23	3.32 1.43	3.73 1.08
24. Recommend tasks for incle- ment weather training	50 \bar{X} SD	3.65 1.07	4.91 1.33	2.69 1.31	3.26 1.51	.26 1.07
25. Select performance objec- tives based on commander's & SQT training guidance	74 \bar{X} SD	4.80 1.24	5.66 1.00	2.74 1.07	3.68 1.31	3.75 1.15
26. Designate enlisted training instructors for squad	53 \bar{X} SD	4.36 1.15	5.19 1.24	2.20 1.16	2.81 1.43	3.33 1.08
27. Coordinate squad training support	57 \bar{X} SD	4.49 1.25	5.39 1.07	2.84 1.31	3.43 1.49	3.51 1.04
28. Conduct a performance oriented training session (individual & collective)	68 \bar{X} SD	4.66 1.11	5.63 .97	2.54 1.24	3.36 1.64	3.64 1.17

- Sq Ldr
Training (cont.)

	% Who Perform	F	I	D	DN	SC
29. Determine required support for training	53 \bar{X} SD	4.48 1.18	5.46 1.09	2.78 1.25	3.52 1.62	3.73 1.03
30. Supervise squad OJT program	53 \bar{X} SD	5.00 1.84	5.59 1.37	2.73 1.29	3.45 1.45	3.97 1.07
31. Prioritize tasks selected for training in squad	64 \bar{X} SD	5.07 1.16	5.52 1.05	2.80 1.31	3.43 1.56	3.58 1.19
32. Supervise individual training within squad	83 \bar{X} SD	5.44 1.35	5.92 .89	2.32 1.30	2.99 1.56	4.12 .90
33. Identify/review & use training publications	72 \bar{X} SD	5.24 1.35	5.43 1.13	2.37 1.11	2.89 1.36	3.62 1.09
34. Plan squad individual training	67 \bar{X} SD	4.85 1.12	5.73 .95	2.63 1.28	3.36 1.55	3.67 1.15
35. Evaluate collective training, using ARTEP evaluation standards	38 \bar{X} SD	3.63 1.32	5.69 1.12	2.71 1.47	3.42 1.86	3.90 1.09
36. Prepare, supervise a performance oriented training session (individual and collective)	77 \bar{X} SD	4.40 1.10	5.46 1.15	2.71 1.13	3.46 1.57	3.58 1.08
37. Draft/review training outlines	34 \bar{X} SD	4.39 1.13	5.55 1.04	2.48 1.07	3.21 1.47	3.51 1.28
38. Implement an OJT training program	37 \bar{X} SD	4.19 1.48	5.64 1.21	2.49 1.21	2.98 1.48	3.79 1.10

- Sq Ldr
Training (cont.)

	% Who Perform	F	I	D	DN	SC
39. Incorporate multi-echelon collective training in training program (e.g., con- current training)	41 \bar{X} SD	4.23 1.22	5.15 1.29	2.73 1.25	3.50 1.46	3.51 1.10
40. Attend training briefings	57 \bar{X} SD	4.60 1.10	5.35 1.25	2.18 1.08	2.35 1.24	3.50 1.17
41. Record results of training	71 \bar{X} SD	5.00 1.12	5.54 1.09	2.36 1.18	2.75 1.24	3.54 1.04

- Sq Ldr
Maintenance

	% Who Perform	F	I	D	DN	SC
1. Inspect squad rooms, grounds and area	91 \bar{X} SD	6.06 .95	5.67 1.09	2.06 1.24	2.58 1.51	3.71 1.23
2. Inspect squad organiza- tional equipment (TASC, NBC, tents, field mess, etc.)	77 \bar{X} SD	3.99 .94	5.71 .88	2.51 1.27	2.55 1.44	3.96 .98
3. Inspect weapons/supervise & monitor cleaning of weapons	78 \bar{X} SD	4.17 .94	5.67 1.14	2.13 1.12	2.59 1.35	4.06 1.08
4. Spot-check squad vehicles for preventive maintenance indicators	86 \bar{X} SD	5.67 .71	6.06 .91	2.67 1.22	3.25 1.37	4.23 1.06
5. Monitor squad vehicle safety program	61 \bar{X} SD	5.32 1.24	5.94 1.09	2.71 1.30	3.28 1.54	4.22 1.07
6. Recommend soldiers for driver training program	67 \bar{X} SD	3.77 1.31	5.51 1.07	2.39 1.38	2.68 1.51	3.43 1.18
7. Monitor squad vehicle trip tickets & dispatch	71 \bar{X} SD	5.09 1.12	5.30 1.36	2.20 1.10	2.50 1.20	3.71 1.19
8. Review squad equipment readiness status	76 \bar{X} SD	5.01 1.13	6.09 .86	2.32 1.15	2.87 1.50	4.19 1.05
9. Inspect squad maintenance/ pioneer tools	81 \bar{X} SD	4.46 1.18	5.41 1.36	2.25 1.15	2.75 1.43	3.71 1.16

- Sq Ldr
Maintenance (cont.)

	% Who Perform	F	I	D	DN	SC
10. Supervise/monitor squad personnel performing preventive maintenance	91 \bar{X} SD	5.63 .93	5.95 .99	2.49 1.09	3.05 1.27	4.23 1.00
11. Monitor driver awards program	24 \bar{X} SD	3.45 1.23	4.55 1.26	2.52 1.15	2.90 1.56	2.87 .92
12. Review operational readiness status of squad vehicles	77 \bar{X} SD	5.43 1.05	6.01 1.05	2.55 1.17	3.20 1.51	4.20 1.10
13. Review maintenance SOP	57 \bar{X} SD	3.82 1.37	5.11 1.27	2.32 1.26	2.77 1.49	3.56 1.08
14. Monitor vehicle dispatches	Not Applicable					
15. Review unit Material Readiness Report (DA Form 2406)	Not Applicable					
16. Inspect equipment log books	60 \bar{X} SD	4.88 .96	5.58 1.15	2.18 1.06	2.83 1.49	3.70 1.35
17. Establish maintenance priorities for squad	67 \bar{X} SD	5.66 .89	5.94 .99	2.44 1.34	3.06 1.59	3.93 1.06

- Sq Ldr
Security

	% Who Perform	F	I	D	DN	SC
1. Report security violations	61	\bar{X} 3.71 SD 1.43	6.01 1.20	2.08 1.03	2.35 1.31	4.11 1.45
2. Supervise/monitor key control within squad	61	\bar{X} 5.85 SD 1.03	5.70 1.21	2.23 1.19	2.71 1.54	4.04 1.17
3. Insure personally owned high dollar value items are registered by serial number for squad members	88	\bar{X} 4.01 SD 1.10	5.11 1.40	2.37 1.20	2.66 1.43	3.63 1.10
4. Insure that privately owned weapons are secured in accordance with local directives	36	\bar{X} 3.51 SD 1.32	5.43 1.57	2.09 1.27	2.43 1.46	3.83 1.61
5. Safeguard "For Official Use Only" material	41	\bar{X} 4.85 SD 1.51	5.81 1.37	2.44 1.26	2.86 1.44	4.08 1.11
6. Conduct physical security inspection	61	\bar{X} 4.81 SD 1.33	5.94 1.30	2.20 1.19	2.63 1.45	4.11 1.10
7. Determine squad physical security requirements	47	\bar{X} 4.53 SD 1.37	5.36 1.07	2.41 1.16	2.85 1.29	3.87 1.12
8. Maintain a safe or cabinet security record (DA Form 672)	18	\bar{X} 4.83 SD 1.47	5.44 1.44	1.83 1.11	2.26 1.42	3.54 1.38

- Sq Ldr
Security (cont.)

	% Who Perform	F	I	D	DN	SC
9. Review security access roster	23 \bar{X} SD	4.07 1.26	5.76 1.30	1.93 1.10	2.35 1.17	4.00
10. Conduct arms room inspection	27 \bar{X} SD	3.83 1.27	5.74 1.21	1.91 .97	2.47 1.21	4.00 1.03
11. Check security of serial numbered items	80 \bar{X} SD	4.51 1.31	5.48 1.24	2.30 1.19	2.74 1.41	4.10 1.03
12. Recommend suspension/ revocation of security clearances	09 \bar{X} SD	3.55 1.75	5.18 1.60	2.73 1.10	3.18 1.33	3.42 1.51
13. Supervise unit armorer	Not Applicable					
14. Collect/report information of potential intelligence value	38 \bar{X} SD	3.57 1.44	5.40 1.54	3.26 1.59	3.98 1.44	4.06 1.20
15. Conduct squad physical security	53 \bar{X} SD	4.64 1.45	5.36 1.12	2.48 1.13	2.97 1.28	3.99 .95
16. Implement/enforce unit communications security procedures	48 \bar{X} SD	4.52 1.49	5.87 1.19	2.53 1.25	3.21 1.60	4.19 1.13

- Sq Ldr
Security (cont.)

	% Who Perform	F	I	D	DN	SC
17. Conduct squad security briefings	67 \bar{X} SD	3.97 1.26	5.43 1.21	2.53 1.02	3.07 1.35	3.78 1.13
18. Monitor DA Form 727, Classified Container Information	12 \bar{X} SD	4.44 1.55	5.50 1.71	2.19 1.64	2.69 1.78	3.81 1.47
19. Encode/decode messages	48 \bar{X} SD	3.44 .97	6.08 1.06	2.13 1.11	3.23 1.62	4.16 1.16
20. Inventory ammunition for squad	31 \bar{X} SD	3.75 1.58	6.00 1.30	2.10 1.22	2.45 1.26	4.13 1.02
21. Monitor/enforce squad safety program	36 \bar{X} SD	5.48 1.33	6.01 1.08	2.40 1.44	2.99 1.75	3.95 1.18

- Sq Ldr
ARTEP

	% Who Perform	F	I	D	DN	SC
1. Establish & operate/ supervise establishment & operation of field mess	Not Applicable					
2. Supervise establishment & operations of a unit motor pool	Not Applicable					
3. Supervise evacuation of sick & injured to aid station	35	\bar{X} 3.80 SD 1.49	5.98 1.20	2.20 1.12	2.53 1.27	4.00 1.11
4. Conduct a tactical road march	55	\bar{X} 3.03 SD .83	5.10 1.59	2.51 1.36	3.35 1.57	3.76 .96
5. Establish a tactical bivouac	40	\bar{X} 3.14 SD 1.09	5.79 1.19	2.33 1.20	3.08 1.43	3.96 1.11
6. Employ camouflage techniques	81	\bar{X} 3.28 SD 1.04	5.53 1.27	2.67 1.23	3.25 1.49	3.91 1.04
7. Conduct rear area protec- tion operations	26	\bar{X} 3.24 SD 1.13	5.62 1.05	2.74 1.48	3.59 1.78	4.09 .85
8. Perform/train for civil disturbance operations	23	\bar{X} 2.60 SD .68	4.39 1.76	2.81 1.38	3.45 1.57	3.48 1.15

- Sq Ldr
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
9. Disseminate intelligence to subordinates & support elements	34 X SD	4.36 1.75	5.46 1.25	2.59 1.13	3.23 1.38	3.80 1.11
10. Conduct radio communications	66 X SD	4.25 1.33	5.99 1.04	2.05 1.17	2.60 1.47	4.06 1.08
11. Execute loading IAW movement plan	73 X SD	3.88 .94	5.47 1.19	2.53 1.18	3.13 1.51	3.90 1.12
12. Establish observation posts	50 X SD	3.27 1.01	5.81 1.09	2.25 1.12	2.89 1.43	4.03 .97
13. Occupy & secure squad CP	48 X SD	3.52 1.20	5.95 1.06	2.36 1.18	3.00 1.65	3.85 1.21
14. Operate in a EW environment	32 X SD	3.61 1.76	5.34 1.28	3.24 1.50	3.93 1.71	3.88 1.15
15. Implement/supervise squad defensive posture	74 X SD	3.76 1.30	5.70 1.18	3.04 1.18	3.99 1.31	4.06 1.04
16. Monitor/review unit plan for medical support	12 X SD	3.53 1.64	5.87 1.25	1.60 .74	1.93 .96	3.80 1.32
17. Distribute weather data	19 X SD	4.24 1.30	4.84 1.43	1.96 1.02	2.48 1.71	3.04 1.06
18. Prepare operations estimate	15 X SD	4.17 1.47	5.46 1.22	2.58 1.25	3.29 1.49	3.54 .98

- Sq Ldr
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
19. Request PLL for elements at worksite	Not Applicable					
20. Implement response to air/ ground attack	43 \bar{X} 3.29 SD 1.23	5.35 .99	2.87 1.39	3.64 1.77	4.14 .94	
21. Insure communications sites are adequately organized for defense	Not Applicable					
22. Counter against/report jamming	26 \bar{X} 3.06 SD 1.03	5.67 1.24	2.75 1.65	3.36 1.75	4.03 .88	
23. Insure laundry exchange	54 \bar{X} 4.93 SD .49	5.50 1.27	1.99 1.16	2.10 1.26	3.53 1.29	
24. Process personnel replace- ment	Not Applicable					
25. Perform liaison visits	15 \bar{X} 3.47 SD 1.65	5.26 1.28	2.68 1.38	3.42 1.84	3.58 1.02	
26. Organize for combat operations	78 \bar{X} 4.12 SD 1.36	5.87 1.07	3.33 1.24	4.66 1.44	4.35 .95	
27. Conduct withdrawals	28 \bar{X} 3.50 SD 1.36	5.28 1.14	3.03 1.21	3.61 1.55	3.77 1.01	

- Sq Ldr
ARTEP (cont.)

	% Who Perform	F	I	D	DN	SC
28. Implement & monitor Personnel Reliability Program	Not Applicable					
29. Train & certify personnel for NDC weapons logistical movement	Not Applicable					
30. Develop/establish perimeter defense	53 \bar{X} 3.03 SD .95	6.00 1.07	2.49 1.30	3.34 1.45	4.18 .96	
31. Monitor energy conservation program	40 \bar{X} 5.35 SD 1.49	5.14 1.56	1.94 1.12	2.12 2.18	3.33 1.44	
32. Attend courts-martial	16 \bar{X} 2.50 SD 1.00	4.65 1.93	1.90 .91	2.10 1.02	4.16 1.16	